1. After logging into CUNYfirst, select Employee Self Service.

2. Select the Public Service Loan Forgiveness tile.
3. Review and information and make changes as necessary. Once you have confirmed that your information is accurate, select Submit.

4. A confirmation message will appear listing the institutions which have each been sent a request. Select OK to acknowledge the message.

Your Public Service Loan Forgiveness Application has been Submitted to these Institutions for processing:

Central Office
NYC College of Technology

OK
5. You can select **Submission History** to view your record of submissions to various institutions. The **Business Unit, Start Date and End Dates** on your requests will update once HR has taken action on your request.

Be advised that you will not receive email confirmations throughout this process. You are encouraged to check on the status of your requests frequently and to follow up with HR if you have not heard back in a timely manner.