

THE STUDENT LOAN AGENCY (SLA)
LOAN APPLICATION REQUIREMENT LISTING

Complete the following forms obtainable from the University of Guyana (UG) website:

- (A)** Student Loan Application (Academic Year 2022-2023);
- (B)** Guarantor's Affidavit (Academic Year 2022-2023);
- (C)** Consent Form (Academic Year 2022-2023)

The above completed forms are to be submitted along with:

FOR ALL APPLICANTS:

- ✓ Student Registration Invoice (Complete)
- ✓ **Recent** proof of address dated within the last 3 months - **Copy**
- ✓ Valid Guyana passport -**Copy of Biodata info page only**
- ✓ **Recent** proof of income (if employed) – **Copy** of Pay slip (dated with the last 3 months)
- ✓ SLA Salary deduction (if employed by a Government Entity **OR** an Established Private Entity that can facilitate.

Other Payment Options (If employed): EFT (Electronic Funds Transfer) at any GBTI branch, MMG, SUREPAY, BILL EXPRESS

- ✓ SLA Student Application Form -Processing Fee GYD **\$800**.

ADDITIONAL DOCUMENTS APPLICABLE FOR 1st TIME APPLICANTS:

- ✓ Your Letter of Acceptance from UG
- ✓ Two (2) Letters of Recommendations -must be on Letterhead **OR** have Official Rubber stamp affixed (dated within the last 3 months)
- ✓ Birth Certificate of Student– **Copy**
- ✓ One (1) Passport-Sized **Photograph** – certified by any Senior Public Officer
- ✓ TIN Certificate – **Copy**

ALL GUARANTOR DOCUMENTS:

- ✓ Guarantor's Affidavit Form – must be signed and stamped by a **Justice of Peace (JP)**
- ✓ Revenue Stamps equivalent to the requested Tuition Cost on Registration Invoice -\$1 stamp per \$1000 value

***Revenue Stamps** can be purchased from any of the **Guyana Post Offices in the highest denomination**. Once purchased, it is required to be affixed to the **SECTION F area of the 'Guarantor's Affidavit Form'**

- ✓ **Recent** proof of address dated (any mailable document/envelope) within the last 3 months - **Copy**
- ✓ Valid Guyana passport -**Copy of Biodata info page only**
- ✓ TIN Certificate – **Copy**

***TIN exceptions-** Continuing Loan Students with Repeat Guarantors with previously submitted TIN Certificate logged in the student file for the Guarantor.

- ✓ Job Letter **if employed**.

Pay-slip exceptions -Students with Repeat Guarantors with previously submitted Job letters on file **OR**

- ✓ **If self-employed** - evidence of Business (Registration & Income Statement from a certified Accountant (if business is well established); Affidavit of Income from a JP along with any supporting documents (if business is small scaled)
- ✓ Guyana NID card **OR** Driver Licence – **Copy**
- ✓ Credit Bureau Consent Form - Report available at SLA - Fee GYD **\$1,700**.

Important Reminder Tips:

- For Form Completion: **NO gel ink pens, white out, scratches, trace overs** are allowed
- Job Letters / Recommendations must be addressed to: The Student Loan Agency or To Whom It May Concern.
- For Students under 18 years, a copy of the signing Parent / Guardian's NID **OR** Driver Licence