

# Complete Pre-Eligibility Application Section Overview



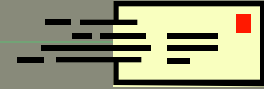
New, Domestic School Partner



The System



System Check



Notifications

## **DUC 1.2 Pre-Eligibility Application**

Sam answers the questions presented in the Pre-Eligibility Application screen based on his partner type and then selects “Submit”.

## **BUC C01 System Response**

The system performs validations against the information entered by Sam and presents a response to him.

The system determines that Sam is eligible to proceed to completing the Eligibility Application and the system generates a Routing Identification Number (RID) for the Partner and generates a User ID and Password to the individuals entered in the Pre-Eligibility Application (BUC 2).

The system sends the generated User ID and Password to the appropriate individuals (BUC C02).

## **DUC C01.2 – Authenticate Portal User**

An Authorized Partner User enters the User ID and Password provided by Federal Student Aid. This information is then authenticated against the Access Identity Management System (AIMS) Security Architecture.

# DUC 1.2 – Complete Pre-Eligibility

Partners complete and submit a Pre-Eligibility Application to provide preliminary information to Federal Student Aid. This information is then validated to determine if the Partner is a legitimate organization and meets the minimum requirements to receive access to submit an application for eligibility to participate in Federal Student Aid programs.


## Screen Flow

The Partner completes and submits the Pre-Eligibility Application. After the Partner submits the Pre-Eligibility Application the system validates the information entered by the Partner and provides a response. These screens only represent an example of the user interface design based on the requirements documented within this Use Case.

**User:** Sam

## Prerequisites

The Partner has successfully answered the Pre Eligibility Requirements.



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Home About Us Doing Business With Us Data Center Help Contact

For Students For Schools For Financial Institutions

You are here : Home > For Schools > Pre-Eligibility Application

### Help

Definitions **FAQ** Questions

FAQ One  
Cras nulla velit, varius ac, semper in. Pellentesque ac augue.

FAQ Two  
Cras nulla velit, varius ac, semper in. Pellentesque ac augue.

### Featured Announcements

**Relevant Announcement One**  
Duis elit neque, venenatis in placerat iaculis, dapibus id quam. Cras consequat cursus est.

**Announcement Two**  
Morbi felis diam, interdum nec pharetra et, lobortis quis purus. Maecenas risus est, luctus sit amet accumsan eget, condimentum et felis.

**Announcement Three**  
Morbi felis diam, interdum nec pharetra et, lobortis quis purus. Maecenas risus est, luctus sit amet accumsan eget, condimentum et felis.

**Announcement Four**  
Morbi felis diam, interdum nec pharetra et, lobortis quis purus.

**Announcement Five**  
Morbi felis diam, interdum nec pharetra et, lobortis quis purus.

**Announcement Six**  
Morbi felis diam, interdum nec pharetra et, lobortis quis purus.

## Pre-Eligibility Application

Is your organization an eligible additional location of an eligible institution applying for eligibility as a freestanding school?  Yes  No

Are you applying for reinstatement?  Yes  No

There are four sections in the Pre-Eligibility Application that must be completed. Once all four sections are successfully completed, the Submit button will be active. If a section is not complete or there is an error, the area will be highlighted in red.

School Name & Location	What is the name of your organization?
Application Administrator	Where is your Principal Location?
Signing Authority	Business Street Address One
Accrediting Agency	Business Street Address Two
	Business Street Address Three
	City
	County
	State
	Zipcode: 00000-0000
	What is your IRS 9-digit Taxpayer Identification Number (TIN)?
	000-000-000
	Tell us on what date you were both legally authorized to provide and began continuously providing the education or training program(s) for which you are seeking eligibility.
	MM-DD-YEAR
	What is your 9-digit DUNS Number? *
	000-000-000

**SAVE** **SUBMIT**

### Your Current Road Map: 4 Steps to Eligibility

<b>Step 1</b> ● Ensure that you meet the Eligibility Requirements	<b>Step 2</b> ● Complete the Pre-Eligibility Form	<b>Step 3</b> ○ Complete the Eligibility Application	<b>Step 4</b> ○ E-sign and Submit the Eligibility Application
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You are doing this now.

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# DUC 1.2 – Complete Pre-Eligibility

**START HERE GO FURTHER FEDERAL STUDENT AID**

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Home About Us Doing Business With Us Data Center Help Contact

For Students For Schools For Financial Institutions

You are here : Home > For Schools > Pre-Eligibility Application

Help Definitions FAQ Questions

**Pre-Eligibility Application**

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School Name & Location

Application Administrator

Signing Authority

Accrediting Agency

Reviewing Pre-Eligibility Application

**Review**

Your Current Road Map:

Step 1: Ensure that you meet the Eligibility Requirements

Step 2: Complete the Pre-Eligibility Form

Step 3: Complete the Eligibility Application

Step 4: E-sign and Submit the Eligibility Application

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Integrated Partner Management

Home About Us Doing Business With Us Data Center Help Contact

For Students For Schools For Financial Institutions

You are here : Home > For Schools > Pre-Eligibility Application

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School Name & Location: What is the name of your organization?

Application Administrator

Signing Authority

Accrediting Agency

**Congratulations!**

**Your Submission Was Successful.**

Thank you, your submission was successful. The next step is to complete the Eligibility Application. You need to login into the system. Your login credentials have been emailed to the email address you provided please check your email account.

Cancel Login

What is your 9-digit DUNS Number?

000-000-000

Tell us on what date you were both legally authorized to provide and began continuously providing the education or training program(s) for which you are seeking eligibility.

MM/DD/YYYY

000-000-000

SAVE SUBMIT

Your Current Road Map: 4 Steps to Eligibility

Step 1: Ensure that you meet the Eligibility Requirements

Step 2: Complete the Pre-Eligibility Form

Step 3: Complete the Eligibility Application

Step 4: E-sign and Submit the Eligibility Application

You are doing this now.

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