

## HOW TO APPLY FOR THE CONNECTICUT STUDENT LOAN REPAYMENT PROGRAM

- 1. Go to CT Scholars.
- 2. Click on the first-time user link.
- 3. Fill in all required fields on the Create Your Account screen.
- 4. Click create My Account.
- 5. Enter your *UserName*, click *LOG IN*.
- 6. Enter your *Password*, click *LOG IN*.
- 7. Click on **Online Applications and Forms** at the upper left of the screen.
- 8. Scroll down to **Student Loan Reimbursement Program** located on the **Online Applications and Forms** screen.
- 9. Click on the Student Loan Reimbursement Program 2025-2026 Application link.
- 10. Fill in all required fields on the **Student Information** screen. Then click **SUBMIT APPLICATIONS**.
- 11. Click **Download Form Here** on the *Application Submitted Successfully* screen you will receive a printable *W-9 Form*, *Volunteer Organization Confirmation Form*, and *Connecticut Vendor Form*, you are the Vendor. This form allows you to receive a check from the State of Connecticut **should** you be eligible for reimbursement.
- 12. Sign and date the **W-9 Form** and **Connecticut Agency Vendor** form, **ONLY** sign and date these forms. **DO NOT** fill in or change any other fields. Have the **Volunteer Organization Confirmation Form(s)** filled out by the volunteer organization official (Part B) and have the form(s) notarized (Part C).
- 13. Collect and upload the **required** documents:
  - Diploma/Certificate/License
  - 2023 Federal Tax Return
  - Most recent student loan statement that includes your name and outstanding balance
  - 2024 student loan payment histories generated by loan servicer that includes your name and name of your loan servicer.
  - Volunteer Organization Confirmation Form(s)
- 14. Click on **Document Management** at the upper right of the screen. Under **Document Management**, click **UPLOAD** on the right of the screen. Click on **Aid Program** and select **Student Loan Reimbursement** then click on **Academic Year** and select **2025-2026**. Click **Choose file**, select the required documents, **click open** and click **UPLOAD**.