

**Instructions for Completing the LSC LRAP
New Applicant Application and Certification Form
2009 – 2012**

OVERVIEW

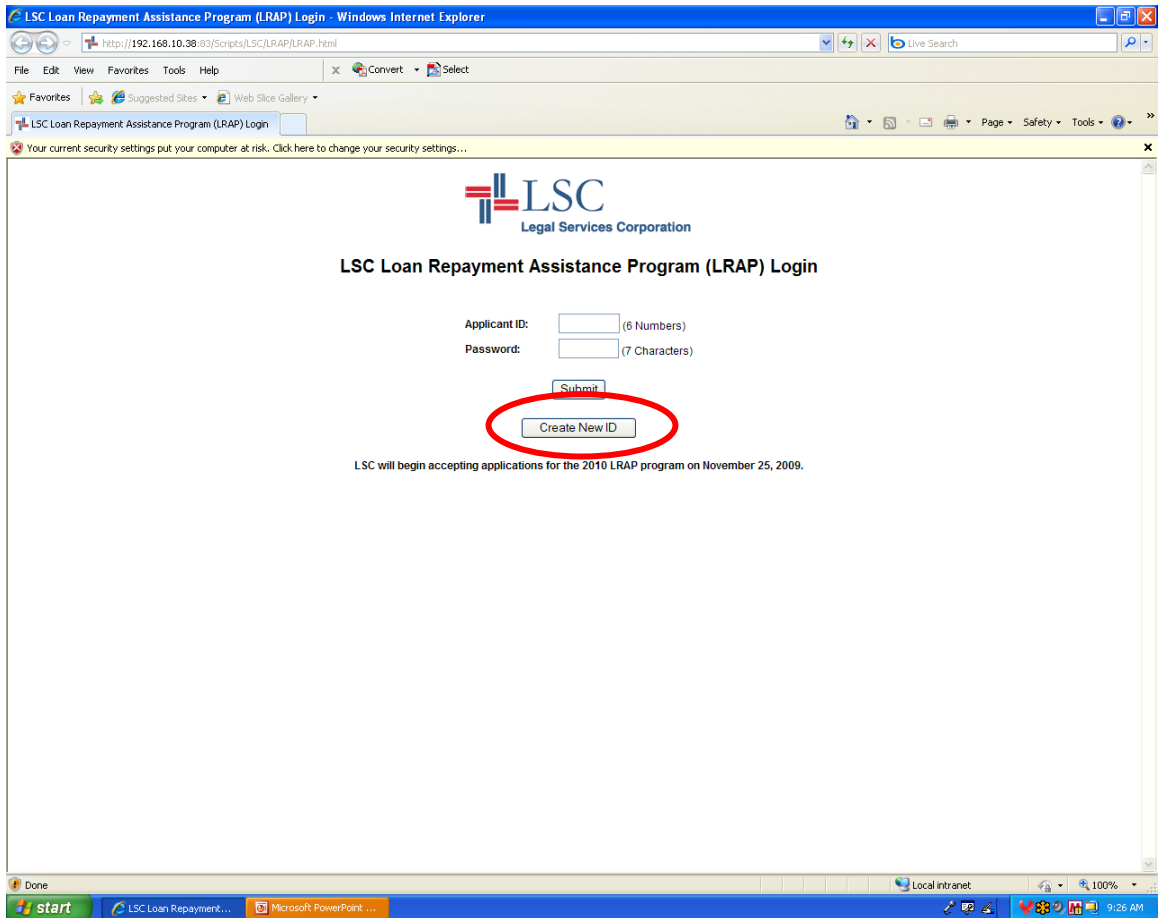
These instructions apply only to the completion of the application form by new applicants. Before completing the application and certification form, it is critical that you read these instructions and the LSC LRAP Program Description. These materials are available at <https://grants.lsc.gov> by clicking on to LSC Loan Repayment Assistance Program (LRAP).

Attorneys, who have received 36 months of LSC LRAP loans during the period 2005 to 2009, are not eligible to apply for a loan whose term begins on October 1, 2009.

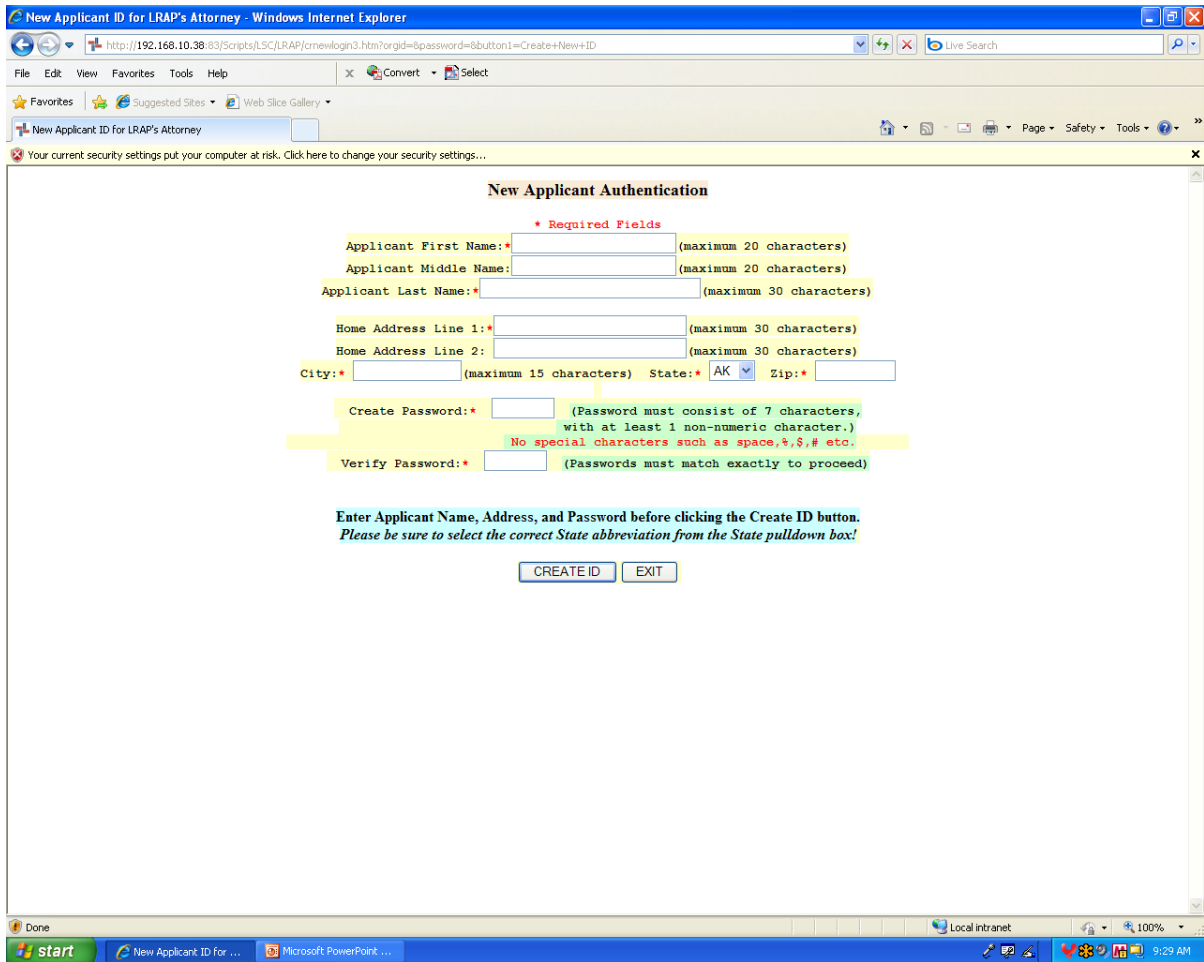
Attorneys, who have received a loan for the period October 1, 2008 – September 30, 2009, should read the Instructions for submitting and completing a Participating Attorney Recertification Form.

INSTRUCTIONS FOR NEW APPLICANTS: CREATING AN APPLICANT ID AND PASSWORD

Applicants will be required, as a one time process, to create a new ID and password. To start this process, click on New Applicant Application Form where you will find the following screen:

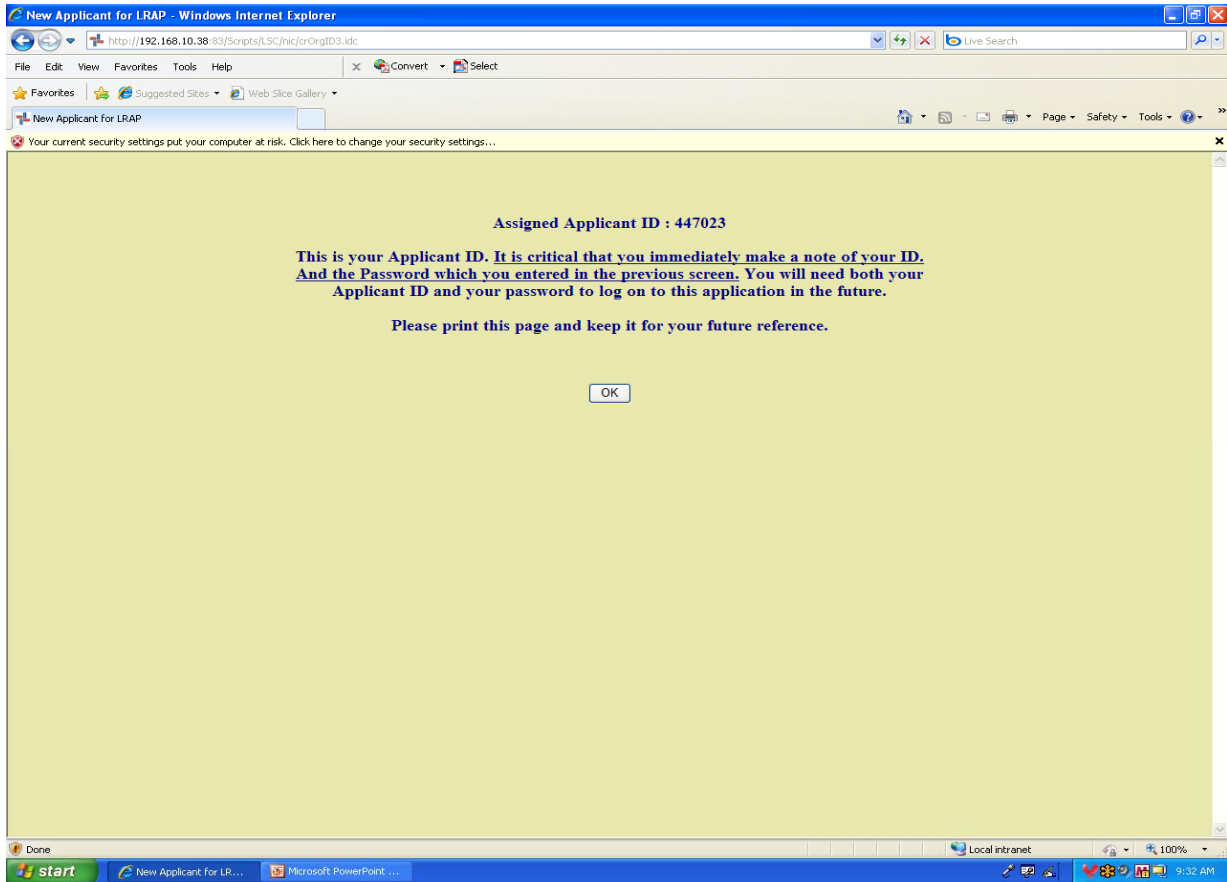


Click on the [Create New ID](#) button. You will be presented with the following screen:



Enter your information and your password on this New Applicant Authentication screen and click Create ID. The application will generate a six (6) digit Applicant ID for you. Please record your Applicant ID next to your password.

When you have completed this process successfully, you will see the following screen with your Applicant ID:



It is essential that you record your Applicant ID number and password for future access to your information. Applicants will need to enter their ID and password each time they access the application. Please contact the LRAP service desk at LRAPcoordinator@lsc.gov if you lose your ID or password.

After recording your ID and password, click OK on this screen to go to the on-line Application form.

COMPLETING THE APPLICATION FORM

1. Be sure to fill in all of the contact information requested.
2. All mailed correspondence from LSC, including the loan award letter and loan payments, will be mailed to your home unless otherwise indicated.
3. Check all appropriate boxes. **Failure to complete all necessary boxes may result in your application not being considered.**
4. Identifying your race is optional. We are requesting this information for program evaluation purposes only.

COMPLETING THE NEW ATTORNEY APPLICATION CERTIFICATIONS

1. Be sure to read the LSC LRAP Program Description for the definition of income and net worth.
2. If you receive an LRAP loan from another provider, be sure to provide the requested information in the drop down box.
3. Provide documentation of all outstanding law school loans by converting the documents to a PDF file. The PDF file should be e-mailed to LRAPcoordinator@lsc.gov. Use your name and “Loan Documents” as the subject line of the e-mail. Example: “Lucy Lawyer – Loan Documents.” If the loan documentation cannot be converted to a PDF file, you may fax the documents to the LRAP Coordinator at (202) 337-6813.

Satisfactory documentation consists of a statement from the lender showing the loan payoff amount (total principal plus accrued interest.) as of the statement date. Your name, as well as the lender’s name, must appear on the statement from the lender. If you have consolidated law school loans with undergraduate and/or graduate school loans, you must identify which portion of the consolidated loan is for law school.

*Applicants who fail to provide all required documentation of law school loans by **January 8, 2010** are ineligible for the program.*

SUBMITTING THE APPLICATION and CERTIFICATION FORM

The application and certification form is submitted by clicking the box at the end of the form. You may submit the application and certification form before submitting the loan documentation.

THE EXECUTIVE DIRECTOR CERTIFICATION FORM

1. Each Applicant’s Executive Director must submit a Certification of Employment and Good Standing form for each LSC LRAP applicant, including newly recruited attorneys. This form is available at <https://grants.lsc.gov> by clicking on to LSC Loan Repayment Assistance Program (LRAP). *It is the Applicant’s responsibility to ensure that the Executive Director submits this form by **January 8, 2010**; otherwise the Applicant will be deemed ineligible.*
2. Instructions for submitting the Executive Director Certification Form are found on the form itself.

APPLICATION AND SUPPORTING DOCUMENTS DUE DATE

The Attorney Application and Certification form *and* supporting documentation must be submitted to LSC no later than **January 8, 2010**.

Contact the LRAP Coordinator at LRAPcoordinator@lsc.gov if you have any questions on these procedures.