

## Public Service Loan Forgiveness (PSLF) Guide

The purpose of this guide is to provide MK employees instructions on how to apply for student loan forgiveness program provided by Student Financial Aid from the US Department of Education.

### **Background**

If you have student loans in the U.S., you may be eligible for student loan forgiveness. Mason Korea is a qualifying not-for-profit employer for Public Service Loan Forgiveness (PSLF). The PSLF Program may forgive the remaining balance on your Direct Loans

- after you've made the equivalent of 120 qualifying monthly payments under an accepted repayment plan, and
- while working full-time for an eligible employer.

For more information, please visit the site ([click here](#)).

### **How to Apply**

- 1) Note that Mason Korea's EIN is 460603585 and employer's name is Mason Korea LLC.
- 2) You can apply by using PSLF Help Tool located in the provided link below.  
<https://studentaid.gov/pslf/>
- 3) Click on "Log-in To Start" button.
- 4) Either log in with your user name and password you have created before with Student Financial Aid site.
  - a. Or, click on "Create an Account" button if you do not have a log-in information.
- 5) When filling out the online form, please make sure to enter correctly information provided in number 1 above.
- 6) The contact for verifying your form is [gmukhr@gmu.edu](mailto:gmukhr@gmu.edu).
- 7) Once completed, please inform MK HR.
- 8) MK HR will verify your employment once an email is received from Student Financial Aid.
  - a. If there are items to be confirmed, MK HR will contact the MK employee applying for PSLF.

### **Other Helpful Resources**

- 1) For frequently asked questions, please click [here](#).
- 2) For questions about definition of "full-time" employment, please click [here](#).
- 3) For eligible loans, please click [here](#).
- 4) For PSLF process, please click [here](#).