

Employment Certification for Student Loan Forgiveness

As [noted](#) in the September 20 edition of Principals' Digest, anyone with federal student loans who works for the government or a nonprofit— including DOE employees – is eligible for loan forgiveness via the Public Service Loan Forgiveness (PSLF) Waiver. But this opportunity is only available until **October 31, 2022**.

As part of this process, **supervisors are asked to fill out an Employment Certification Form** and send it back to the employee applying for loan forgiveness. The form looks like this:

SECTION 4: EMPLOYER CERTIFICATION (TO BE COMPLETED BY THE EMPLOYER)

By signing, I **certify (1)** that the information in Section 3 is true, complete, and correct to the best of my knowledge and belief, **(2)** that I am an authorized official (see Section 6) of the organization named in Section 3, and **(3)** that the borrower named in Section 1 is or was an employee of the organization named in Section 3.

Note: If any of the information is crossed out or altered in Section 3, you must initial those changes.

Official's Name _____ Official's Phone _____

Official's Title _____ Official's Email _____

Authorized Official's Signature _____ **Date** _____

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Please note:

- You should check the applicant's' employment dates to see if they are correct – or provide that information to them if they don't know it.
- You can choose any of your employees to be an "authorized official" to sign this form – HR directors, secretaries, office managers – as long as they have access to the applicant's employment records.
- For "Authorized Official's Signature," you must either physically sign the form (in pen), or insert an image file of your signature – you can't use e-signature services like DocuSign.
- You can either email the signed document back to the applicant, or you can give them a "hard copy" if you want.
- Applicants must *start* their application by October 31, 2022 – so even if you get a request after October 31st, you can still sign and return to them.
- Please keep a tally of all the Employment Certification Forms that you are signing!

[More information about the PSLF Waiver is available here.](#)