

Why and When to  
Submit the PSLF Form

How to Fill Out and  
Submit the PSLF Form

What Happens Next

What to Do if Your PSLF  
Form Is Denied

## 1. Digitally Sign and Submit:

You may use the [PSLF Help Tool](#) to

- complete your PSLF form,
- send your form to your employers to digitally sign the form to certify your employment, and
- electronically submit to the PSLF servicer for processing.

You will need to provide the correct email address for an authorizing official to receive an email from us requesting they certify your employment and digitally sign the form.

Tell your employer to expect an email sent from DocuSign ([dse\\_NA4@docusign.net](mailto:dse_NA4@docusign.net)) on behalf of the Department of Education's office of Federal Student Aid. Once your employer certifies and signs your form, it will be electronically submitted to the PSLF servicer for processing.

Hi there! I'm Aidan®, the financial aid virtual assistant. How can I help you today? X

[Help with the FAFSA® form](#)

[Login \(FSA ID\) issues](#)

[I want my loan and grant info](#)

[I have a different question](#)

