

How can UCF Human Resources assist you in completing the Public Service Loan Forgiveness Employment Certification Form (ECF)?

UCF does not administer or make the final decision on student loan debt forgiveness. However, we can offer assistance by completing Sections 3 & 4 (Page 2) of the Public Service Loan Forgiveness [Employment Certification Form \(ECF\)](#), which is part of the loan forgiveness application accepted by the Department of Education after October 2017.

How to submit a request to the Office of Human Resources to have Sections 3 & 4 (Page 2) of the Public Service Loan Forgiveness [Employment Certification Form \(ECF\)](#) completed for you?

You may submit your request via Email, Fax, Mail or In Person:

Email

Please submit your request via email to Records@ucf.edu with the Subject Line "Employment Services & Records (PSLF Sections 3 & 4)". In the body of the email, include your first and last name, phone number and email address, and attach a blank copy of Page 2 (Sections 3 & 4) of the PSLF Employment Certification Form. DO NOT include your Social Security Number in your request. A PDF copy of Sections 3 & 4 (Page 2) of the Employment Certification Form (ECF) will be emailed back to your attention so that you may complete the remaining sections before submitting the form for review to the Department of Education.

Fax

Please fax a blank copy of Page 2 (Sections 3 & 4) of the PSLF Employment Certification Form with a cover page listing your First and Last Name, Phone #, Fax # and Email Address attention to: Employment Services & Records (PSLF Sections 3 & 4) to 407-823-3507. *Please Do Not include your social security number in your request.* A faxed copy of Sections 3 & 4 (Page 2) of the Employment Certification Form (ECF) will be faxed back to your attention so that you may complete the remaining sections before submitting the form for review to the Department of Education.

Mail

Please mail a blank copy of Page 2 (Sections 3 & 4) of the PSLF Employment Certification Form with a separate page listing your First and Last Name, Phone #, Email Address and Return Address attention to:

**UCF Human Resources Department
3280 Progress Drive Suite 100
Orlando, FL 32826-0140.**

Please Do Not include your social security number in your request. A completed copy of Sections 3 & 4 (Page 2) of the Employment Certification Form (ECF) will be mailed back to your attention so that you may complete the remaining sections before submitting the form for review to the Department of Education.

In Person

You are welcome to submit your request in writing listing your First and Last Name, Phone #, and Email Address in person. *Please Do Not include your social security number in your request.* Once completed you will be notified when you may pick up the completed copy of Sections 3 & 4 (Page 2) of the Employment Certification Form (ECF) to be included with the remaining sections before submitting the form for review to the Department of Education.

Office of Human Resources Employment Services & Records
Revised 1/8/2016