



Public Service Loan Forgiveness Form Employment Certification Form

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](#) which is part of the loan forgiveness application accepted by the Department of Education after October 2017.

Helpful Information

- [Office of U.S. Department of Education website](#)
- UCF's Employer Identification Number: **59-2924021**

Submission Process to UCF HR kNEXT (Records Management)

Current Employees:

Option 1: Via Workday Help

- Log into my.ucf.edu (Workday)
 - Select the **Help Icon**
 - Select **Create Case** (at the bottom of the page),
 - Under **Case Type**-select **Records Management** under Human Resources
 - Input Case Title
 - Under Detailed description-enter pertinent info related to the request
 - **Attach the blank copy of page 2 (Section 3 & 4) of the Employment Certification Form (ECF)** to the case.
- **DO NOT** include your Social Security Number or Date of Birth in your request. A PDF copy of Sections 3 & 4 (Page 2) of the Employment Certification Form (ECF) will be returned to your attention so that you may complete the remaining sections before submitting the form for review to the Department of Education.

OR

Option 2: Online Help Tool via U.S Department of Education

If submitting the request via the U.S. Department of Education [online help tool](#), input the email address of knextverify@ucf.edu which will route to HR kNEXT-Records Management for electronic submission and electronic signature.

Former Employees:

Option 1: Via Email

- Please submit your request via email to knextverify@ucf.edu with the Subject Line "PSLF" 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 or Date of Birth in your request.
- A signed PDF copy of Sections 3 & 4 (Page 2) of the Employment Certification Form (ECF) will be returned to your attention so that you may complete the remaining sections before submitting the form for review to the Department of Education.

OR

Option 2: Online Help Tool via U.S Department of Education

If submitting the request via the U.S. Department of Education [online help tool](#), input the email address of knextverify@ucf.edu which will route to HR kNEXT-Records Management for electronic submission and electronic signature.

OR

Option 3: Via 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 HR kNEXT
Attn: Records Management
12424 Research Parkway, Suite 300
Orlando, FL 32826

*Please **do not** include your social security number or date of birth in your request if submitting via Workday Help Case, email, or via mail. A completed copy of Sections 3 & 4 (Page 2) of the Employment Certification Form (ECF) will be returned to your attention so that you may complete the remaining sections before submitting the form for review to the Department of Education.*