

Public Service Loan Forgiveness (PSLF) Instructions for UT Austin Employees

To streamline and clarify the Public Student Loan Forgiveness submission process, please follow the steps below:

Option 1: Digital Submission (Preferred and Most Secure Method)

1. **Complete** Your PSLF Form:

- Visit the **Federal Student Aid PSLF Form** website: studentaid.gov.
- Use the **Human Resource Service Center (HRSC)** email address: hrsc@austin.utexas.edu when prompted for the employer's contact information. (see below)
- **SELECT ELECTRONIC SIGNATURE OPTION**

THE UNIVERSITY OF TEXAS AT AUSTIN 74-6000203

Employment Period: 07/20/2019 - Current

How do you want this employer to sign your PSLF form?

☒ Electronic Signature

☐ Manual Signature

Enter your employer's email address below and we'll send an electronic signature request to your employer on your behalf after you complete and submit your form. Also, tell your employer to expect an email sent from DocuSign (dse_NA4@docuSign.net) on behalf of the Department of Education's office of Federal Student Aid. *Please note: Your employer has 60 days to respond to a request for an e-signature.*

Employer's Email Address



☐ I don't know my employer's email address and will add it later.

Previous

Continue

2. **View You Activity** after you have completed your electronic PSLF:

- Once you have completed all of your steps you will see the confirmation message below.



You've completed the PSLF Help Tool but your *Public Service Loan Forgiveness (PSLF) & Temporary Expanded PSLF (TEPSLF) Certification & Application (PSLF Form)* is not complete until your employer(s) signs it.

Track and Manage Your Form Signatures

Use the "My Activity" page to track and update your employer signatures, download documents for manual submissions, as well as view related applications and forms.

Note: Tell your employer to expect an email sent from DocuSign (dse_NA4@docuSign.net) on behalf of the Department of Education's office of Federal Student Aid.

[View in My Activity](#)

Key Points to Remember:

- **HRSC Email:** Always use hrsc@austin.utexas.edu when prompted for the employer's email address.
- **Tracking Your Status:** The electronic signature process allows the individual to track the progress of the PSLF status at their convenience at any time to receive up to date information studentaid.gov.
- **Electronic Submission Method:** Digital electronic submission is faster, more secure, and avoids manual handling and prompt customer service.
- **To Avoid Delays:** Ensure all fields are completed correctly and check your form for accuracy before submission. Be sure to use the correct email for the HR Service Center at UT Austin, hrsc@austin.utexas.edu. **It is important to read through each step before clicking through the form.**