

BEFORE SUBMITTING YOUR DEFERMENT REQUEST

Participants in NIH training programs who wish to have their educational loans deferred while in training at the NIH should submit the following documents to Building 2, Room 2E06. Individuals at other locations may submit the same documents to [Sarah Kozlowski via e-mail](#) as PDF files.

YOUR REQUEST IS INCOMPLETE WITHOUT THE FOLLOWING INFORMATION

1. Please include all pages; the last page generally contains the address to which the deferment form should be sent. If the lending information is not on the last page please write it in.
2. Please sign the form.
3. If you have a Federal loan, the proper form to use is the Education Related Deferment form.
4. You should check the box indicating that you are "in full-time course of study in a GRADUATE FELLOWSHIP program."
5. A short memo from your supervisor (on NIH letterhead) verifying the exact beginning and ending dates of your fellowship for the calendar year you are applying for. Although your Fellowship may be for two years or more, we can only authorize one calendar year, per year for deferment purposes. This is an annual process.
6. Your memo should indicate the program in which you are participating (e.g., Postbac IRTA, Postdoc IRTA), and describing, in brief, the research in which you are involved in the memo.

All deferment forms are processed every Thursday of the month. (All forms received after Thursday will be processed the following week.)

The Office of Intramural Training & Education will certify your participation in the appropriate training program and forward the forms to the lending institution; however, **approval of loan deferments rests exclusively with the lending institution.**

When your loan deferment forms have been signed and submitted to the lender(s), you will receive an e-mail. **Follow up with your lending institutions ten business days from the day your deferment forms were submitted to the lending institution.**

NOTES: Loan deferments for graduate students will be handled by their academic institutions.

Questions: 301-496-2427