

Quick Reference: Certify Applications

Certification Overview

The Certify Applications functionality allows a school user to define the criteria (loan period date range, loan product, etc.) for retrieving loan applications awaiting certification and then to perform the certification online.

Running an Applications Awaiting Certification Query

How to retrieve applications awaiting certification:

1. Do one of the following:

- Hover your cursor over the **Certifications** option on the Menu Bar of any OpenNet Web Delivery page, and then click on **Applications Awaiting Certification**.
- On the **Originations** tab of the School Home Page, click the **Filter** link on the **Applications Awaiting Certification** tile.

SHORTCUT: To go directly to a list of all applications awaiting certification, click on the **View Results** link on the **Applications Awaiting Certification** tile. The results will not be filtered on loan period, loan product, or school campus. If you wish to bypass the results page and instead export the results to a file you can save to your computer, click on the **Export** link on the **Applications Awaiting Certification** tile.

The Awaiting Certification Selection page displays.

Click the **View Results** link to go directly to an unfiltered results list.

Click on **Applications Awaiting Certification** or the **Filter** link to define selection criteria before retrieving a results list.

The screenshot shows the following interface elements:

- Navigation bar: Home, Certifications, Inquiry/Reporting, Administration
- Search bar: User | Website Feedback
- Applications Awaiting Certification tile:
 - View results (highlighted)
 - Filter (highlighted)
 - Export
- Disbursement rosters:
 - View results
 - Filter
 - Export
- Application/Loan search:
 - Search
- Student enrollment:
 - Individual updates
 - Mass updates
- Account settings:
 - Change my password
- School AssistSM Representatives:
 - Monday - Friday 9:00 a.m. - 6:00 p.m. ET
 - Phone: 844-8-ASSIST (844-827-7478)
 - International: 877-456-6221
 - Email Us

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2. In addition to the home page link, there are 3 other methods in which you can define a query to run.

Run a previously saved query using the **Previously Saved Queries** section.

Run a quick search using the **Quick Search** section.

Run a new query using the remainder of the page, beginning with the **Filter**

Awaiting certification selection

This query will retrieve all applications awaiting certification. There are three ways to define your query. The PREVIOUSLY SAVED QUERIES section allows you to select and submit a previously saved query, modify a saved query or delete a query. To quickly locate a specific student or borrower, or to retrieve the results from a previously submitted query, go to the QUICK SEARCH section. To define a new query, enter your selections below. For additional query options, you can select Custom Report from the Inquiry/Reporting menu.

Previously saved queries

Select the name of the saved query you want to submit, revise, or delete.

- No selection -

Submit saved query **View/Modify** **Delete**

Quick search

Enter an SSN to search for a specific student or borrower, or a Query Confirmation Number to retrieve the results from a previously submitted query.

SSN:

Confirmation number:

Submit quick search

Filter criteria

Defined range From date To date

Certification requested: or (Ex: 11/22/3333)

Include loans with blank certification requested dates

Defined range From date To date

Loan period: or Exact match (Ex: 11/22/3333)

Include loans with blank loan periods

If you elect to include blank loan periods in your filter criteria, you must use the email confirmation process detailed in the QUERY OPTIONS section.

To make multiple selections from the list boxes, hold down control key and click with mouse.

School campus:

Loan products:
Sallie Mae Graduate School Loan (928)
Sallie Mae Law School Loan (925)
Sallie Mae MBA Loan (926)

Sort results by:

Query options

To save the query criteria, enter a name in the **Query name** box and select **Save** or **Save and submit**. To be notified when query results are ready, select the **Send e-mail notification** checkbox then select **Submit**.

Query name:

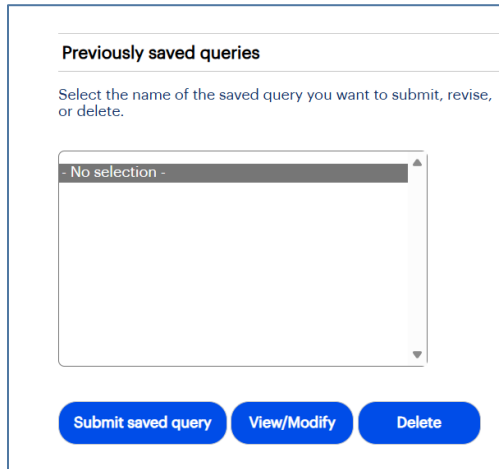
E-mail address: Send e-mail notification when query is complete

Submit **Save and submit** **Save** **Clear all criteria**

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Method 1: Previously Saved Query:

1. Locate the **Previously Saved Queries** section on the Awaiting Certification Selection page.



Previously saved queries

Select the name of the saved query you want to submit, revise, or delete.

- No selection -

Submit saved query View/Modify Delete

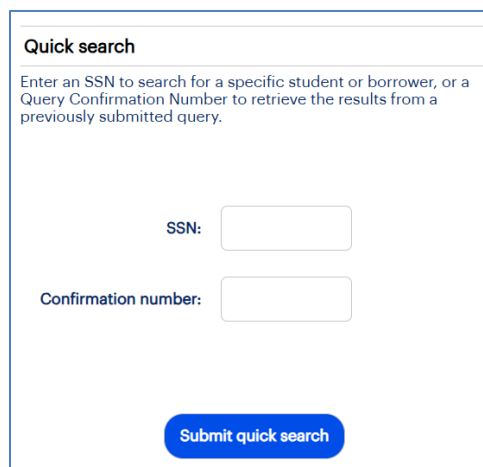
2. Select a previously saved query.
3. Click the **Submit Saved Query** button

NOTE: You can modify or delete a saved query using the **View/Modify** or **Delete** buttons.

The Awaiting Certification Results page displays with record information for applications that meet the criteria defined in the saved query.

Method 2: Quick Search:

1. Locate the **Quick Search** section on the Awaiting Certification Selection page.



Quick search

Enter an SSN to search for a specific student or borrower, or a Query Confirmation Number to retrieve the results from a previously submitted query.

SSN:

Confirmation number:

Submit quick search

Continued he next page)

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2. Use the **Confirmation Number** text box to retrieve results from a specific query that was submitted previously for offline processing.
3. Click the **Submit Quick Search** button.

The Awaiting Certification Results page displays with record information for applications awaiting certification for the specified borrower or from the previously submitted query.

Method 3: New Query:

1. Locate the Filter Criteria section on the Awaiting Certification Selection page. All the options from there to the bottom of the page can be used to submit and/or save a new query.

Filter criteria

Defined range From date To date

Certification requested: or (Ex: 11/22/3333)

Include loans with blank certification requested dates

Defined range From date To date

Loan period: or Exact match (Ex: 11/22/3333)

Include loans with blank loan periods

If you elect to include blank loan periods in your filter criteria, you must use the email confirmation process detailed in the QUERY OPTIONS section.

To make multiple selections from the list boxes, hold down control key and click with mouse.

School campus:

Loan products:
Sallie Mae Graduate School Loan (928)
Sallie Mae Law School Loan (925)
Sallie Mae MBA Loan (926)

Sort results by:

Query options

To save the query criteria, enter a name in the **Query name** box and select **Save** or **Save and submit**. To be notified when query results are ready, select the **Send e-mail notification** checkbox then select **Submit**.

Query name:

E-mail address: Send e-mail notification when query is complete

2. (Optional) Select a predefined date range or define your own using the **Certification Requested** text boxes. The default range includes all stored records.

(Continued on the next page)

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- (Optional) Select a predefined date range or define your own using the **Loan Period** text boxes. The default range includes all stored records.
 - (Optional) Use the **School Campus** and **Loan Products** filters as needed and sort the results if desired. By default, results will sort by Borrower SSN.
 - If you plan to save the query, enter a name for it into the **Query Name** text box (under the **Query Options** section). You can also enter your email address to run the query offline and receive an email notification when the query is complete.
 - Click the **Submit, Save** (to save for later use but not run at this time), or **Save and Submit** button.
- The Awaiting Certification Results page displays with record information for applications that match the query criteria.

Awaiting certification results

[Export to file>>](#)

To certify an application, [click] on the CERTIFY APP link next to the record you want to certify.

Report run Wednesday, June 17, 2026 at 9:34:01 AM ET

Records 1-1 (of 1)

Borrower/ Student SSN	Borrower/ Student name	Loan product/ Alt loan prgm cd	School ID	CommonLine unique ID/ Loan period	Lender ID	Borrower requested amount	Certification requested	
889-04-7387	RADU, SEIRAM	SMART OPTION STUDENT LOAN (091)	000000-00	899984AT101267308 02/15/2026-07/15/2026	900905	\$38,863.00	03/18/2026	Certify app Cancel

[Return to selection - keep same criteria](#) [Return to selection - clear all criteria](#)

Click the **Certify App** button to certify the application.

On this page, you can:

- Provide certification information via the **Certify App** button.
- Print a copy of the loan documents via the **Print** button.
- Cancel the application via the **Cancel** button.
- Export the search results data to a comma separated values (CSV) or Excel file via the **Export to File** link.

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Exporting Awaiting Certification Query Results

How to export the awaiting certification results:

1. On the Awaiting Certification Results page, click the **Export to File** link.

The Export to File page displays.

NOTE: The export functionality is also available from the **Originations** tab of the OpenNet Home Page by clicking the Export link on the **Applications Awaiting Certification** tile, which initiates an export for all applications needing certification for all loan periods and all loan products for all school campuses to which you have access. Other types of OpenNet inquiries also support the export functionality.

The screenshot shows the 'Export To File' interface. It includes a text box explaining the export feature, a list of 'Available Columns' with buttons to 'Add >', 'Add All >>', '< Remove', and '<< Remove All'. An 'Export Columns' list is empty, with buttons for 'Move Up', 'Move to Top', 'Move Down', and 'Move to Bottom'. Below this is a 'Query Name' field, an 'Export Format' dropdown menu (set to 'Comma Separated (CSV)'), and an 'Include Header Row' radio button (set to 'Yes'). At the bottom are buttons for 'Export', 'Save and Export', 'Save', and 'Previous'. Red boxes and arrows highlight the 'Add and arrange the data fields (columns) to be exported.' annotation pointing to the 'Add >' button, the 'Select the format of the exported file using the Export Format drop-down list.' annotation pointing to the 'Export Format' dropdown, and the 'Click the Export button.' annotation pointing to the 'Export' button.

2. Add and arrange the data fields (columns) to be exported using the available functionality.
3. Select the format of the exported file using the **Export Format** drop-down list. If you want to save the query criteria for use again in the future as well as exporting the query results, enter a name for the query in the **Query Name** field.
4. Click the **Export** button.

Your browser displays a series of dialog boxes and prompts to let you view or save the file.

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Certify an Application

1. To certify an application, click the **Certify App** button beside the corresponding entry on the Awaiting Certification Results page.

The Enter School Certification page displays. **See screenshot on next page.**

- The specific fields displayed on the page will vary depending on the loan program associated with the certification.
- All fields marked with a red asterisk are required.
- For example- the Enter School Certification page for Smart Option Student Loans displays.

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Enter school certification

Smart Option Student Loan (091)

[Borrower](#) [Certification](#) [Disbursement](#)

Borrower information

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Fields marked with an asterisk(*) are required to continue processing. For your convenience, blank fields are shaded in yellow and should be completed unless otherwise noted.

Social Security number: 889-01-7071
Date of birth: 01/01/1994
Name: DAREN REED
Email address: Ryne.Scott@test.salliemae.com

Permanent address

Street address 1: 5075 E Shore Estate
Street address 2:
City: Albany
State: NY Zip code: 12222
Primary phone number: 6175551212 Cell: Home:

Certification information

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Initial values set:

School name: EXECUTIVE EDUCATION
School code / branch: 61755512
Lender name: Sallie Mae

Academic period for the loan: * From To (ex: mm/dd/yyyy)

Grade level: *

Course of study: Marketing

Enrollment status: *

Anticipated graduation date: * (ex: mm/dd/yyyy)

Cost of attendance: \$.00

Estimated financial aid: \$.00

Requested loan amount: \$2,000.00

Certified loan amount: * \$.00

The approved amount will be the lesser of the borrower requested amount, cosigner requested amount, and school certified amount.

School use only:

Submit certification option: View submission results online

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Disbursement Information

School disbursement information [Return to top](#)

Please allow for the consumer's Right To Cancel period when setting your disbursement date.

	Disb date (ex: mm/dd/yyyy)	Disb amount (ex: 3000)	Hold/Release
Disb 1:	<input type="text"/>	* \$ <input type="text"/> .00	* -- Select One
Disb 2:	<input type="text"/>	\$ <input type="text"/> .00	-- Select One
Disb 3:	<input type="text"/>	\$ <input type="text"/> .00	-- Select One
Disb 4:	<input type="text"/>	\$ <input type="text"/> .00	-- Select One

As an authorized representative of the school identified above, I hereby certify the following: (i) the borrower is eligible for the loan identified in this certification; (ii) the information completed in this school certification is accurate; (iii) the School Certified Loan Amount does not exceed the student's cost of attendance minus other financial aid; (iv) that school will notify Sallie Mae if the student withdraws from the school; (v) if applicable, then prior to certification the school has complied with the disclosure requirements in Section 626(1) and all other provisions of the Student Lending Accountability, Transparency and Enforcement Act ("SLATE Act"); (vi) as permitted under applicable law, that the school will provide information requested by Sallie Mae related to the borrower or student, including without limitation contact information; and (vii) that the information provided in the application is true, complete and correct to the best of my knowledge and belief.

[Submit certification](#) [Cancel](#)

2. Populate all necessary fields in the **Certification Information** and **School Disbursement Information** sections for Smart Option Student Loans or in the **Certification Information** section for Bar Study Loans.

NOTE: To pre-populate certain data fields in the certification record using a saved data set, select an initial values set from the **Initial Values Set** drop-down list. Using initial values both saves time and ensures consistent data entry across multiple certifications.

3. Click the **Submit Certification** button.

The Submission Results page displays.

NOTE: This page may be bypassed by de-selecting the **View Submission Results Online** check box on the Enter School Certification page.

4. Review the information displayed on the page and click the **Next** button.

A series of pages display that allow you to view and print the application documents.

5. Follow the instructions on the pages to view and print the documents.

The Final Instructions page displays.

6. Review the instructions displayed on the page and proceed as necessary.

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For example - [Bar Study Loan Certification](#)

Enter school certification

[Bar Study Loan](#) [Borrower](#) [Certification](#)

Borrower information

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Fields marked with an asterisk(*) are required to continue processing. For your convenience, blank fields are shaded in yellow and should be completed unless otherwise noted.

Social Security number: 715-44-1188
Date of birth: 01/01/1999
Name: DAN SMITH
Email address: dancing@bear.com

Permanent address

Street address 1: 123 Lane E
Street address 2:
City: Port Aransas
State: TX Zip code: 78373
Primary phone number: 3175551324 Cell: Home:

Certification information

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School name: UNIVERSITY
School code / branch: 999998-99
Lender name: Sallie Mae

Enrollment status: *

Anticipated graduation date: * (ex: mm/dd/yyyy)

Submit certification option: View submission results online

As an authorized representative of the school identified above, I hereby certify the following: (i) the borrower is eligible for the loan identified in this enrollment verification request; (ii) the information completed in this school enrollment verification is accurate; (iii) that the school will notify Sallie Mae if the student withdraws from the school; and (iv) as permitted under applicable law, that the school will provide information requested by Sallie Mae related to the borrower, including without limitation contact information.