



**New Mexico Loan-for-Service Program  
Request for Approval of Service Form**

Loans are eligible to be forgiven according to the terms of the Loan-for-Service agreement when the loan recipient provides service in a designated shortage area for the required length of time. The New Mexico Higher Education Department will review this request to determine if the requested employment will qualify as an eligible work site.

**SECTION 1: To be completed by Loan-For-Service participant**

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Which Loan-for-Service program did you participate in? \_\_\_\_\_

Graduation Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Degree Completed: \_\_\_\_\_

Institution Name: \_\_\_\_\_

Place of Requested Employment: \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

I hereby authorize release of the information requested in Section 2.

\_\_\_\_\_  
Signature of Borrower

\_\_\_\_\_  
Date

**SECTION 2: To be completed by employer** (If non-profit, please attach a copy of the IRS 501(c)3 certification).

Employment Start Date: \_\_\_\_\_

Average number of hours expected to work per week: \_\_\_\_\_

\_\_\_\_\_  
Signature of Employer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Employer/Title

\_\_\_\_\_  
Employer's  
Telephone