How to Use the Clearinghouse Secure Web Site

This document provides instructions on how to update enrollment information for your U.S. financial aid students and more via the Clearinghouse secure Web site.

On the Clearinghouse Web site, you can:

- Update a student’s enrollment record between bi-annual SSCR submissions
- Add a student to your next SSCR transmission
- View a student’s enrollment history (as reported by your institution)
- View deferments and electronic notifications that we reported to a student’s loan holders on your behalf
- View a student’s list of current loan holders

LOG ON TO THE CLEARINGHOUSE SECURE WEB SITE

- Go to www.studentclearinghouse.org.
- Click User Login
- Enter your user name and password. (If you can’t remember your user name and/or password, email us at international@studentclearinghouse.org.)
- Click the Login button to enter the Clearinghouse secure Web site.
UPDATE A STUDENT RECORD

• Click the “Student Look-Up” tab.
• Enter the student’s Social Security number.
• Click “Enrollment History.”
• Click Submit

On the “Student Enrollment History” page, click the “Update” button under the student’s name.

You cannot transmit an online update if the Clearinghouse has an SSCR file in-house for you. However, you can email updates to us at international@studentclearinghouse.org.

If you need assistance, contact international@studentclearinghouse.org.
UPDATE A STUDENT RECORD (continued)

● On the “Current Student Enrollment Record” page, select the type of update you want to make.

● The current data is displayed next to the box in which you can enter the updated data. Enter the updated information and click “Submit.”

● A confirmation page containing the updated information that you transmitted to the Clearinghouse will display. Print the page for your records and make sure the updated data is also entered in your institution’s student information system.

If you need assistance, contact international@studentclearinghouse.org.
## ADD A STUDENT RECORD

- On the “Student Look-Up” tab, enter the student’s Social Security number.
- Click “Enrollment History.”
- Click [Submit](#)

If you have previously reported the student to the Clearinghouse using a different Social Security number, click “Search for Student” to search for the student using the Social Security number you previously used. If this is a new student, click “Add Student.”

- Complete the online form. All fields in red are required.
- Click “Submit” when finished.

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If you need assistance, contact [international@studentclearinghouse.org](mailto:international@studentclearinghouse.org).
ADD A STUDENT RECORD (continued)

Print the confirmation page for your records and update the student’s record in your student information system so that your future transmissions to us do not overwrite your update.

VIEW DEFERMENTS AND ENROLLMENT DATA REPORTED TO LENDERS

- On the “Student Look-Up” tab, enter the student’s Social Security number.
- Click “Deferment & Electronic Notification History.”
- Click Submit

This screen allows you to see when and where the student’s enrollment data has been communicated.

If you need assistance, contact international@studentclearinghouse.org.
You must continue to process your bi-annual electronic SSCR transmissions on March 1st and October 1st. Enrollment data must be provided for your US loan students in order to maintain compliance with federal regulations throughout the academic year.

Please do NOT send the Clearinghouse faxes or emails of any online transactions you transmit, as this will duplicate your efforts and delay processing.

Quick Links

Compliance Reporting

• To complete your bi-annual SSCR transmissions, scheduled for March 1st and October 1st, log onto http://cora.nslc.org/cora.

• To submit enrollment changes between bi-annual SSCR transmissions or view information you previously transmitted, log onto http://www.studentclearinghouse.org.

PLEASE REMEMBER: KEEP YOUR USERNAME AND PASSWORD IN A SAFE PLACE. YOU WILL NEED THEM TO ACCESS BOTH WEB SITES ABOVE.

Contacting the Clearinghouse

• If you have questions regarding your SSCR report or the Clearinghouse Web site, email international@studentclearinghouse.org.

• To contact the National Student Clearinghouse from outside the US, call 00-1-703-742-4200.

If you need assistance, contact international@studentclearinghouse.org.