# Student Loan(s) - Required Steps for Loan(s) to Process Fully & Disburse

# NOTE: For any single loan <u>or</u> any combination of loans types from below, a student <u>only</u> has to complete the following steps one time!

Undergraduate Students: Complete for either Subsidized or *Unsubsidized Direct Loans* Graduate or Professional Students: Complete for *Unsubsidized Direct Loans* 

#### 1. Each of the following steps MUST be completed by the STUDENT!

- Both processes are driven by the student's Social Security Number.
- 2. The student will need their Student PIN # to sign-in at studentloans.gov

Completing the FAFSA as a student requires a Student PIN # (unless you signed your FAFSA using the Paper Signature Form)

a. If you have a Student PIN # but you do not remember it: Go to www.pin.ed.gov and select "Request a Duplicate PIN" (you will have to answer a security question – the answer you type is case sensitive, so you must type your response exactly as it was typed when you created your security settings; if you guess at your response and mistype 3 times, you will be locked out and will have to call their help line for instructions on how to resolve your PIN issue).

#### b. If you do not have a Student PIN #:

You will need one to complete these loan steps – you can apply for a PIN # at <a href="www.pin.ed.gov">www.pin.ed.gov</a> by clicking on the "Apply Now" button (it may take approx. 3-5 days to receive your PIN #).



# On the following pages, further instructions are offered for these steps:

Sign-in Process at <a href="https://www.studentloans.gov">www.studentloans.gov</a> (used for both steps 1 and 2)

Step 1: Complete Entrance Counseling

- undergraduate students
- graduate/professional students
- Step 2: Complete Master Promissory Note

# Sign In Process at <a href="https://www.studentloans.gov">www.studentloans.gov</a> (used for both Steps 1 and 2)

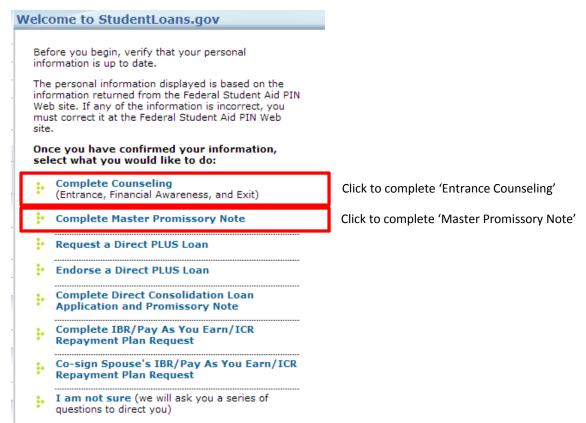
A. Sign-in – click on the big green 'Sign In' button



B. Complete the login information, including the Student PIN #

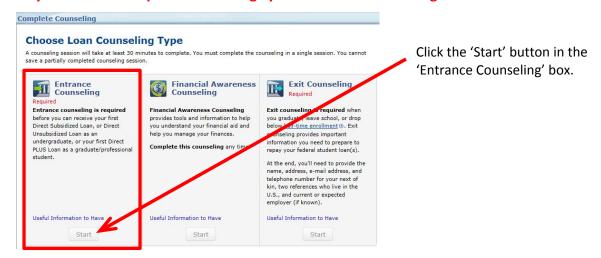


C. After the student completes the 'sign-in' process, you will see the following:

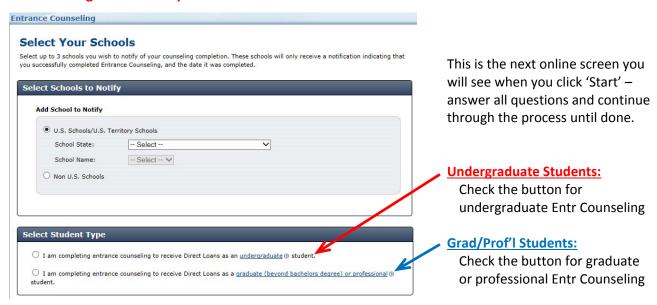


## **Step 1: Complete Entrance Counseling**

## When you select "Complete Counseling" you will see the following:



### Continue through the online process . . .



This is a multi-step process; complete the entire counseling process (approx. 30-45 minutes) and submit for processing.

NOTE: There is no 'save' option – you MUST complete in one setting. If you navigate away once you start, you will probably have to start over.

# **Steps 2: Complete Master Promissory Note (student version)**

# When you select "Complete Master Promissory Note" you will see the following:

The Master Promissory Note (MPN) is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loan(s). Unless your school does not allow more than one loan to be made under the same MPN, you can borrow additional Direct Loans on a single MPN for up to 10 years.

The school will tell you what loans, if any, you are eligible to receive.

Parent borrowers must complete an MPN for each student using their own Federal Student Aid PIN.

The entire MPN Process must be completed in a single session. Each MPN takes approximately 30 minutes to complete.

#### View What You Need

#### Select the type of Direct Loan you would like to receive

## Subsidized/Unsubsidized

(Direct Subsidized or Direct Unsubsidized Loans available to eligible undergraduate or graduate/professional students. Students must be signed in with their own Federal Student Aid PIN.)

#### Graduate PLUS

(Direct PLUS Loans available to eligible graduate/professional students, Students must be signed in with their own Federal Student Aid PIN.)

Graduate students should apply for Unsubsidized loans up to their full eligibility using the Subsidized/Unsubsidized Master Promissory Note.

#### Parent PLUS

(Direct PLUS Loans available to eligible parents of eligible dependent undergraduate students. Parents must be signed in with their own Federal Student Aid PIN.)

Click 'View What You Need' to make sure you have everything to complete this important step.

Click 'Subsidized/Unsubsidized' to complete a Student Master Promissory Note.

#### Continue through the online process . . .

This is a multi-step process; complete the entire counseling process (approx. 30-45 minutes) and submit for processing.

NOTE: There is no 'save' option – you MUST complete in one setting. If you navigate away once you start, you will probably have to start over.