Student Federal Direct Subsidized/Unsubsidized Loan Instructions

Your financial aid award letter includes a Federal Direct Subsidized and/or a Federal Direct Unsubsidized Loan. Prior to the College loan processing, the student borrower must complete the Loan Entrance Counseling and the Master Promissory Note (MPN) by following these steps:

Step 1 – If you haven’t already, sign and date your financial aid award letter and return it to the Financial Aid Office.

Step 2 – Complete entrance counseling (www.studentloans.gov)

Step 3 – Complete/sign a Master Promissory Note (MPN) (www.studentloans.gov)

Go to www.studentloans.gov, and click on the Green “Sign In” button to start Steps 2 & 3

- SIGN IN using the student’s SSN, DOB, and FAFSA PIN
- For Step 2, SELECT “Complete Counseling”, SELECT “Complete Entrance Counseling” and follow prompts
- For Step 3, SELECT “Complete Master Promissory Note”
  SELECT “Subsidized/Unsubsidized Loan”
  COMPLETE the required responses, review the form, and submit. Do not exit the site until you see the “congratulations” message. You may print the promissory note at that point for your records. We do not need a copy.

Federal Perkins Loan/Nursing Student Loan

If your award letter includes either of these loans, you will have to complete the loan paperwork at the Financial Aid Office during the first week of classes. You will be mailed more information about these programs later this summer.