

Federal Direct Stafford Loans – loans taken out by undergraduate students.

In order to borrow a Federal Direct Stafford Loan (subsidized or unsubsidized), please follow the steps below:

1). Apply for a Federal PIN#: (you should have one if you filed a FAFSA).

If you don't remember or need a new pin you can apply for a Federal PIN # by visiting www.pin.ed.gov

2). Complete your Federal Direct Stafford Loan MPN (Master Promissory Note)

by visiting www.studentloans.gov.

Log into the "Manage My Direct Loans" (located in the upper left hand corner)

Once you are logged in, click on **Complete Master Promissory Note** then,

click on the **Subsidized/Unsubsidized** icon and follow the directions to complete your Federal Direct Stafford Loan Master Promissory Note (MPN).

3). Complete your Entrance Counseling requirement*

by visiting www.studentloans.gov .

Log into the "Manage My Direct Loans" (located in the upper left hand corner)

Once you are logged in, click on **Complete Entrance Counseling**

Then, click on the **Complete Entrance Counseling** icon In the Counseling Type Box,

Select **I am an undergraduate student** and then click on the **Continue** icon.

Follow the directions to complete your Federal Direct Stafford Loan Entrance Counseling.

If you experience any difficulties while in the studentloans.gov website, please contact the Federal Department of Education at 1-800-848-0979.