

# Direct Stafford Loan Instructions

The Direct Subsidized and Unsubsidized Stafford Loans are federal loan options available to you, the student, to help cover a gap between your expenses for college and your scholarships and grants. The Subsidized and the Unsubsidized Stafford Loans are federal loans in the student's name, and therefore the student (not the parent) is required to complete all the necessary loan steps.

All first-time student borrowers must complete two requirements: Entrance Counseling and a Master Promissory Note (MPN).

## What do I Need?

Before you begin, you will need to gather the following information:

- Student FSA ID
- Social Security Number
- Driver's License number (or other state identification)
- Employer information (name and address)
- Two personal references (names and addresses; **NOTE:** references must have different addresses)
- Your Award Letter

## How do I Complete Entrance Counseling?

1. Students should use the blue **LOG IN** button to log in to [www.studentloans.gov](http://www.studentloans.gov) using their student FSA ID. The FSA ID is required to apply for and sign the Direct Stafford Loans. If you previously created an FSA ID, click "Continue to Log In". If not, select "Create an FSA ID".

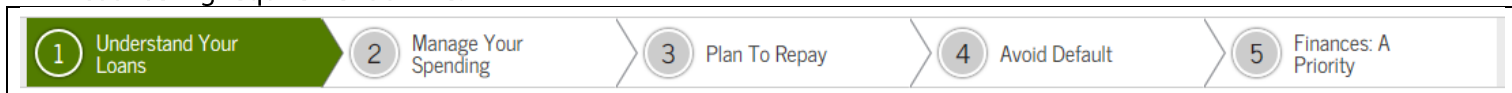
2. Once logged in, you will see the Welcome page. Verify that your personal information (right-hand side) is correct. **NOTE: The borrower's name should be a student, not the parent.**

3. Click "Complete Loan Counseling (Entrance, Financial Awareness, Exit)".

4. Click "Start Entrance Counseling".

The screenshot shows the studentloans.gov interface. At the top, there is a green bar with the text "I want to:". Below this is a list of options, each with a circular icon and a right-pointing arrow. The option "Complete Loan Counseling (Entrance, Financial Awareness, Exit)" is circled in red. To the right of this menu is a "My Correspondence" section with an envelope icon and the text "You have no new messages." Below that is a "My Profile" section with a gear icon and fields for Name, Date of Birth, Social Security Number, and E-mail, along with an "Update My Profile" link. At the bottom of the screenshot is a section for "Entrance Counseling (Required)" with a small icon of a person and a building. The text below reads: "Entrance Counseling is required before you can receive your first Direct Subsidized Loan, or Direct Unsubsidized Loan as an undergraduate, or your first Direct PLUS Loan as a graduate/professional student." There is a "Learn More" link and a blue "START" button.


5. There are five steps for students to complete. All steps must be completed by the student to have a valid entrance counseling requirement on file.



In each step, you will be required to answer questions to test your knowledge. All answers can be found as you read through the information. You will get confirmation as you answer each question. It is your responsibility to understand the information presented. Read the instructions and information carefully!

NOTE: Numbers provided are not actual. Please refer to your award letter for actual numbers.

## Check Your Knowledge



As of today, how much do you owe in student loans?

**CHECK ANSWER**

✓ **Correct**  
Your loan balance is listed above.

## How do I Complete the Master Promissory Note (MPN)?

You must complete a Master Promissory Note (MPN), which is your promise to repay the loan. From the studentloans.gov home page, choose the "Complete Loan Agreement (Master Promissory Note)" option. Click "START" for the "MPN for Subsidized/Unsubsidized Loans". **NOTE:** The borrower (student) is required to complete this step.

### I want to:

- View My Documents
- Complete Loan Counseling (Entrance, Financial Awareness, Exit)
- Complete Loan Agreement (Master Promissory Note)**
- Apply for a Direct PLUS Loan
- Apply for a Direct Unsubsidized Loan

#### My Correspondence

You have no new messages.

#### My Profile

Name: [Redacted]  
Date of Birth: [Redacted]  
Social Security Number: [Redacted]

Select the type of Direct Loan MPN you would like to preview or complete

### MPN for Subsidized/Unsubsidized Loans

Use this MPN for Direct Subsidized or Direct Unsubsidized Loans available to eligible undergraduate or graduate/professional students.

Students must be logged in with their own FSA ID.

[Learn More](#)

[Preview a read-only version of the Subsidized/Unsubsidized MPN](#)

**START**

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There are four sections of the MPN: the borrower's (student's) information, references, review terms and conditions, and then review and sign your MPN. **NOTE:** Two complete references are required and are used in the event that you move or cannot be located. These references must have different addresses and phone numbers. References are not obligated to pay back your loan in case of default.

## What Happens Next?

Once you submit both the entrance counseling and the promissory note, Alverno will receive electronic confirmation that you have completed the requirements. Loans that were previously offered to you on your Award Letter will now be listed as "accepted" and will apply toward your expenses. Please allow up to 2 weeks processing time.