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 green Log In button to log in to 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 Counseling”.

4. Click “Start Entrance Counseling”.
How do I Complete Entrance Counseling, cont.

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!

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 homepage, choose the “Complete MPN” option and under “Subsidized/Unsubsidized MPN, click “Complete Subsidized/Unsubsidized MPN”.

NOTE: The borrower (student) is required to complete this step.

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: 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.