

# 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

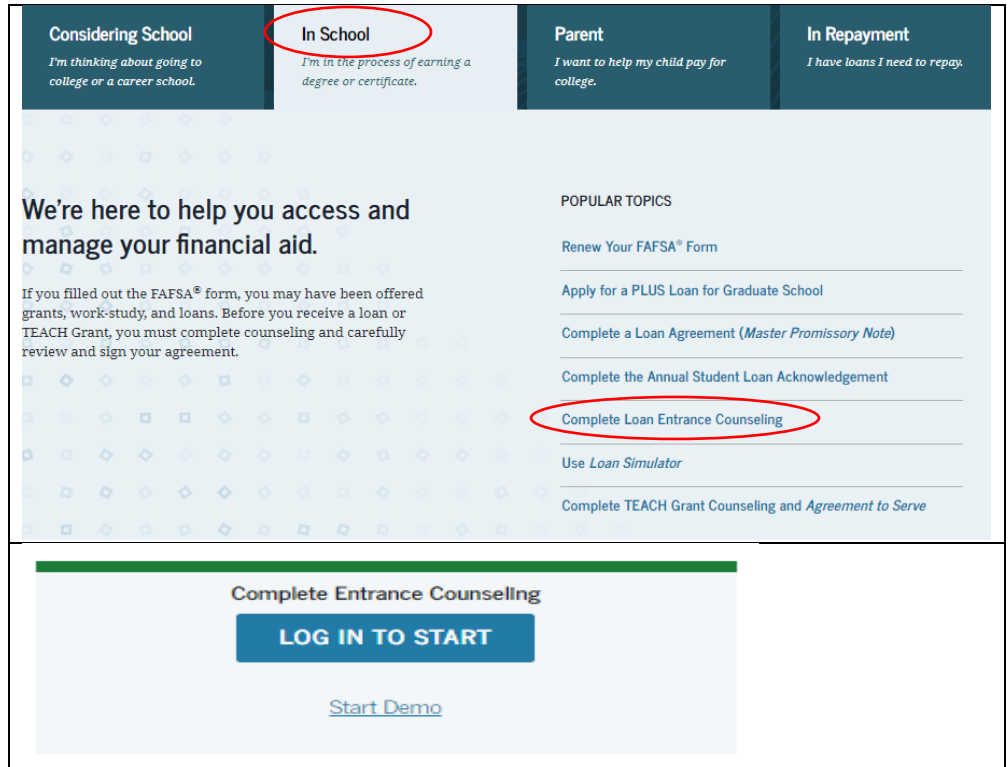
## How do I Complete Entrance Counseling?

1. Students should go to [www.studentaid.gov](http://www.studentaid.gov) and select the "In School" tab

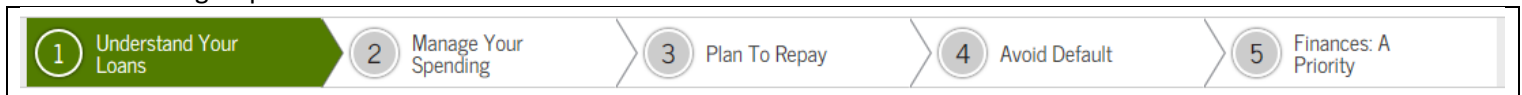
2. Within the "In School" tab, the student will then select "Complete Loan Entrance Counseling".

3. Click "Log in to Start".

4. The student will then log in with their FSA ID.




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. 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 studentaid.gov home page, choose the “Complete Loan Agreement (Master Promissory Note)” option. Click “START” for the “I’m and Undergraduate Student”. **NOTE:** The borrower (student) is required to complete this step.

**Considering School**  
*I'm thinking about going to college or a career school.*

**In School**  
*I'm in the process of earning a degree or certificate.*

**Parent**  
*I want to help my child pay for college.*

**In Repayment**  
*I have loans I need to repay.*

### We're here to help you access and manage your financial aid.

If you filled out the FAFSA® form, you may have been offered grants, work-study, and loans. Before you receive a loan or TEACH Grant, you must complete counseling and carefully review and sign your agreement.

POPULAR TOPICS

- [Renew Your FAFSA® Form](#)
- [Apply for a PLUS Loan for Graduate School](#)
- [Complete a Loan Agreement \(Master Promissory Note\)](#)
- [Complete the Annual Student Loan Acknowledgement](#)
- [Complete Loan Entrance Counseling](#)

**I'm an Undergraduate Student**  
MPN for Subsidized/Unsubsidized Loans

Use this MPN for Direct Subsidized Loans or Direct Unsubsidized Loans available to eligible undergraduate students. [Learn More](#)

[Start](#)

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**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.