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 the 2011-2012 FAFSA). You can apply for a Federal PIN #

   by visiting [www.pin.ed.gov](http://www.pin.ed.gov)

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

   by visiting [www.studentloans.gov](http://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](http://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.*