

# Federal Direct Lending Loan Process

## Step-by-Step Instructions for the Federal Student Loan Website

NOTE: In order to complete a *Master Promissory Note* for your Stafford loan, you need to have already completed a 'FAFSA' application and a 'PIN' application.

If you have forgotten your PIN, you can request a duplicate by going to [www.pin.ed.gov](http://www.pin.ed.gov) and selecting "Request A Duplicate PIN." You may select one of the following delivery methods: view an online display of your PIN; receive an e-mail with your PIN; or receive your PIN by U.S. postal mail. If you select postal mail, you will receive your PIN by mail within 7-10 days after requesting it.

Remember, your PIN gives you access to your personal information on the Web and also allows you to sign student aid documents electronically. To protect the confidentiality of your application data, you should never share your PIN with anyone, even if that person is helping you to complete your FAFSA.

1. Go to [www.studentloans.gov](http://www.studentloans.gov) and Click on "Sign In"



StudentLoans.gov

The screenshot shows the StudentLoans.gov website. At the top, there are navigation tabs: Home, Learn More, Tools and Resources, Managing Repayment, FAQs, and Contact Us. Below the tabs is a main content area. On the left, there is a "Manage My Direct Loan" section with a "Sign In" button circled in red. The "Sign In" button is green with white text. Below it, there are several links: "View My Loan Documents", "Entrance Counseling", "Sign Master Promissory Note", "Complete PLUS Request Process", and "Endorse PLUS Loan". To the right of the "Sign In" button, there is a text prompt: "Please use your PIN to sign in. Why am I signing in?". Below the "Manage My Direct Loan" section, there are three columns of links: "Learn More" (Find Information about Student Aid Programs, Direct Loan Overview, What you Need for Direct Loans, What to Expect for Direct Loans, Asesoramiento de Ingreso), "Tools and Resources" (Apply for PIN, FAFSA, Exit Counseling, Direct Loan Consolidation, My Financial Aid History), and "Managing Repayment" (Repaying Your Loans, Repayment Plans &amp; Calculators, Income Based Repayment Plan, Trouble Making Payments?, Loan Discharge, Public Service Loan Forgiveness, Teacher Loan Forgiveness). On the right side of the main content area, there is a large image of four diverse students sitting together, with the text "StudentLoans.gov" and "This site is your source for information from the U.S. Department of Education about how to manage your student loans." overlaid on the image.



Home Learn More Tools and Resources Managing Repayment FAQs Contact Us

### Sign In

Social Security Number

First Two (2) Characters of Last Name

Date of Birth (mm/dd/yyyy)

PIN

Your Federal Student Aid PIN can be used each year to electronically apply for federal student aid and to access your Federal Student Aid records online. If you receive a PIN you agree not to share it with anyone. Your PIN serves as your electronic signature and provides access to your personal records, so you should never give your PIN to anyone. Be sure to keep your PIN in a safe place. If you think your PIN has been compromised, you should change it via the Federal Student Aid PIN Web site [Change My PIN](#).

If you do not have a pin, please visit the [PIN site](#).

2. "Sign In" with the use of your Social Security number, last name, date of birth and your 'PIN.'

3. Click on “Complete Entrance Counseling” circled in RED. You must complete this section in order to proceed with the completion of your Stafford process.

**I want to:**  
--Select--

- My Loan Documents
  - Disclosure Statements
  - Completed MPNs
  - PLUS Loan Applications
  - Completed Endorser Addenda
- PLUS Loan Process
  - Request PLUS Loan
  - Appeal Credit Decision
  - Endorse PLUS Loan
  - Print Endorser Addendum
- Master Promissory Note
  - Complete MPN
  - Print MPN
- Counseling
  - Complete Entrance Counseling

### Welcome to StudentLoans.gov

Before you begin, please verify that your personal information is up to date and select your preference for future correspondence.

The personal information displayed is based on the information returned from the Federal Student Aid PIN Web site. If any of the information is incorrect, you must correct it at the Federal Student Aid PIN Web site.

If you have confirmed your information, what do you want to do?

- Complete Entrance Counseling**
- Start PLUS Application Process
- Complete Master Promissory Note
- Endorse a PLUS Loan
- I am not sure (we will ask you a series of questions to direct you)

#### Personal Information

**Full Name:**

**Social Security Number:**


**Date of Birth:**

**E-mail:**

**Confirm E-mail:**

*I would like to receive my correspondence electronically.* [Learn more](#)

4. Your counseling will be a series of information blocks for you to review and then a 2-5 questions quiz on the information that you have just reviewed.

Home	Learn More	Tools and Resources	Managing Repayment	FAQs	Contact Us	
RENEE M BOHUS   My Profile						Logout
I want to: --Select--		Complete Entrance Counseling (STEP 2) - Guidelines				
		✓ Counseling Type	2 Guidelines	3 School Information	4 Counseling Session / Quiz	
: My Loan Documents		Full Name: ..... Social Security Number: .....				
Disclosure Statements		<b>Helpful Hints</b>				
Completed MPNs		<ul style="list-style-type: none"><li>Look at each link within the text of the site.</li><li>Close the pop up box after reviewing the information by clicking the "x".</li><li>Do not use your browser's Back button to navigate between quiz pages; instead, use the navigation menu to the right of the quiz.</li></ul>				
PLUS Loan Applications		<b>About the Quiz</b>				
Completed Endorser Addenda		<ul style="list-style-type: none"><li>Each Counseling Session page will provide you with information about Federal Direct Loans. There will be a quiz at the end of each section. You must complete each section and answer all the questions in order to select the "Continue" button and view the next page.</li><li>Each Counseling Session page will contain right links on the right hand side to indicate the current counseling page. You may select one of the links in order to go to that page. Only completed pages will be accessible via the right navigation links.</li><li>Your answers to the quiz will be saved if you choose to navigate to other screens. If you do not complete the counseling prior to logging out of the DirectLoan web site, your answers will not be saved, and you will have to begin a new counseling session from Step 1.</li><li>Once you have completed the Counseling Session and quiz you will be taken to the Completion Verification page, which will display your information, the date you completed the counseling session and the type of counseling you have completed based on the type of student you told us you are. You may print a copy of the verification page for your records. The school(s) you choose will be informed electronically when you complete your counseling.</li></ul>				
: PLUS Loan Process		<b>Now You are Ready to Begin...</b>				
Request PLUS Loan		<ul style="list-style-type: none"><li>It should take you approximately 30 minutes to complete the entrance counseling session.</li><li>After completing your counseling session follow the instructions for acknowledging your rights and responsibilities.</li></ul>				
Appeal Credit Decision						
Endorse PLUS Loan						
Print Endorser Addendum						
: Master Promissory Note						
Complete MPN						
Print MPN						
: Counseling						
<b>Complete Entrance Counseling</b>						
View Previously						
Completed Counseling						
FOIA	Privacy	Security	Notices	WhiteHouse.gov	USA.gov	ED.gov



Home | Learn More | Tools and Resources | Managing Repayment | FAQs | Contact Us

RENEE M BOHUS | My Profile | Logout

I want to: --Select--

### Complete Entrance Counseling (STEP 3) - School Information

✓ Counseling Type | ✓ Guidelines | 3 School Information | 4 Counseling Session / Quiz

Full Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
\* Required field

#### School and Loan Information

U.S. Schools/U.S. Territory Schools

School State: \* ILLINOIS

School Name: \* CITY COLLEGES OF CHICAGO - KENNEDY KING COLLEGE

Non U.S. Schools

**DLID:**G01654 **School Address:** 6301 SOUTH HALSTED  
CHICAGO, IL 606213798

Add Another School

Continue

FOIA | Privacy | Security | Notices | WhiteHouse.gov | USA.gov | ED.gov

5. You will be asked for your school's information. Begin by choosing the state "Illinois" from the drop down box that is circled in RED. Second, from the drop box circled in GREEN, choose the school's name: "City Colleges of Chicago-Kennedy King College" (this is the college our program is under).

6. NOTE: All Federal Loans are charged an “Origination Fee”. On a \$3500.00 Subsidized Stafford Loan you will be charged \$35.00. Your ‘Origination Fee’ will be deducted from the amount you apply for, so only \$3465.00 of your \$3500.00 Subsidized Stafford Loan will arrive to the school to be applied to your tuition balance.

7. Additional NOTE: You should print and keep all copies of your financial aid, grant and loan documents for your records.

- We charge a loan fee (also called an origination fee) on Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct PLUS Loans. The loan fee is an expense of assuming a Direct Loan.
- The loan fee is a percentage of the amount of each loan you receive, and is subtracted proportionately from each loan disbursement.
- For Direct Subsidized Loans and Direct Unsubsidized Loans, the loan fee varies depending on the first disbursement date of the loan. Loans with a first disbursement date between July 1, 2009 and June 30, 2010 have a loan fee of 1.5%. Loans with a first disbursement date on or after July 1, 2010 will have a loan fee of 1%.
- The loan fee for all Direct PLUS Loans is 4%.
- The specific loan fee that you are charged will be included in a disclosure statement you will receive after the first disbursement of your loan.

### Keep Your Loan Papers

- Remember to keep copies of all of your loan papers in one place.
  - These provide you with a record of the terms of your loan(s) and how much you have borrowed.
  - Copies of your MPN are available from this website if you complete your MPN electronically.
  - If you choose to receive electronic correspondence from the Department, copies of that correspondence, including loan disclosure statements will also be available from this website.



I want to:  
--Select--

Completed Counseling Forms

Full Name: Social Security Number:

Submission Date	School Name	Student Name	Counseling Type	Counseling Form
Tue Jul 13 13:14:08 EDT 2010	CITY COLLEGES OF CHICAGO - KENNEDY KING COLLEGE		DLS	<a href="#">View HTML</a>

- My Loan Documents
  - Disclosure Statements
  - Completed MPNs
  - PLUS Loan Applications
  - Completed Endorser Addenda
- PLUS Loan Process
  - Request PLUS Loan
  - Appeal Credit Decision
  - Endorse PLUS Loan
  - Print Endorser Addendum
- Master Promissory Note
  - Complete MPN
  - Print MPN
- Counseling
  - Complete Entrance Counseling
  - View Previously Completed Counseling**

8. Once you have completed your counseling session you will receive a screen, which informs you that you have completed that step. We recommend that you print your Counseling Form for your records.



I want to:

--Select--

My Loan Documents

Disclosure Statements

Completed MPNs

PLUS Loan Applications

Completed Endorser  
Addenda

PLUS Loan Process

Request PLUS Loan

Appeal Credit Decision

Endorse PLUS Loan

Print Endorser  
Addendum

Master Promissory Note

Complete MPN

Print MPN

Counseling

Complete Entrance  
Counseling

View Previously  
Completed Counseling

Welcome to StudentLoans.gov

Before you begin, please verify that your personal information is up to date and select your preference for future correspondence.

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If you have confirmed your information, what do you want to do?

Complete Entrance Counseling

Start PLUS Application Process

Complete Master Promissory Note

Endorse a PLUS Loan

I am not sure (we will ask you a series of questions to direct you)

Personal Information

Full Name

Social Security Number

Date of Birth

E-mail:

Confirm E-mail:

I would like my correspondence electronically.

9. Next you can complete a “Master Promissory Note”. Click on the link “Complete a Master Promissory Note” to continue.





I want to:

--Select--

My Loan Documents

Disclosure Statements

Completed MPNs

PLUS Loan Applications

Completed Endorser  
Addenda

PLUS Loan Process

Request PLUS Loan

Appeal Credit Decision

Endorse PLUS Loan

Print Endorser  
Addendum

Master Promissory Note

Complete MPN

Print MPN

Counseling

Complete Entrance  
Counseling

View Previously  
Completed Counseling

## Master Promissory Note (MPN)

The Master Promissory Note (MPN) is a legal document in which you promise to repay your loan (s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loan(s). Unless your school does not allow more than one loan to be made under the same MPN, you can borrow additional Direct Loans on a single MPN for up to 10 years.

Parent borrowers must complete an MPN for each student.

The entire MPN process must be completed in a single session, so be sure you have enough time before you start. Each MPN generally takes approximately 30 minutes to complete.

### What You Need

OR

Select the type of loan you would like to receive

**Subsidized/Unsubsidized**  
(Federal Direct Loans available to undergraduate or graduate/professional students)

**Graduate PLUS**  
(Federal Direct Loans available to graduate/professional students)

**Parent PLUS**  
(Federal Direct Loans available to parents of dependent undergraduate students)

10. You will need to complete only one note for both your Subsidized and Unsubsidized Stafford Loans. Click on the link "Subsidized/Unsubsidized".

11. Complete your personal information at the top. Again you will be asked to select your school. Please select the state “Illinois” from the drop down box that is circled in **RED**. Second, from the drop down box that is circled in **GREEN**, choose the school’s name: “City Colleges of Chicago-Kennedy King College” (this is the college our program is under).

12. Complete your application by submitting the information for two personal references and electronically signing your note with your ‘PIN’ and submit. Please contact The French Pastry School to notify us of your completion.

- Disclosure Statements
- Completed MPNs
- PLUS Loan Applications
- Completed Endorser Addenda
- PLUS Loan Process**
- Request PLUS Loan
- Appeal Credit Decision
- Endorse PLUS Loan
- Print Endorser Addendum
- Master Promissory Note**
- Complete MPN**
- Print MPN
- Counseling**
- Complete Entrance Counseling
- View Previously Completed Counseling

\* Required field

### Personal Information

Driver's License Number:

Driver's License State:

Permanent Address (line 1): \*

Permanent Address (line 2):

City: \*  State: \* --Please Select--  Zip: \*

Country:

Is your mailing address different than your street address?  Yes  No [Why do we ask?](#)

Day Phone:

Evening Phone: \*

Email:

### School and Loan Information

U.S. Schools/U.S. Territory Schools

School State: \*

School Name: \*

Non U.S. Schools

**DLID:**G01654 **School Address:** 6301 SOUTH HALSTED  
CHICAGO, IL 606213798

Cancel  Continue