Undergraduate Federal Direct Loan Checklist and Instructions

There are two types of William D. Ford Federal Direct Loans: Subsidized and Unsubsidized. It is important to understand the difference between the two different types. For these instructions, both of these loans will be referred to as Direct Loans.

Please make sure to complete all the steps listed below to receive your loan funds. We have included detailed instructions in this packet to take you through the process.

You will need to log into studentaid.gov to complete the Master Promissory Note (MPN) and Loan Counseling. You will use the same Federal Student Aid (FSA) ID that you used to electronically sign your Free Application for Federal Student Aid (FAFSA) to sign in.

- If you do not have an FSA ID or need a duplicate FSA ID, you may obtain one via fsaid.ed.gov.

Please have the following information available to complete the MPN process after you log into studentaid.gov:

- Personal Information including your: Legal First and Last Name, Social Security Number, Date of Birth, Permanent Address, Mailing Address, Email Address, and Phone Number.
- The amount of loan you wish to borrow.
- Employer contact information (if any) and reference contact Information for 2 people with different addresses who have known you for at least 3 years.

If you have any questions while completing your MPN, please contact the Direct Loan Applicant Services at 1-800-557-7394.

You MUST complete the three (3) steps listed below to receive a Direct Loan:

☐ Accept or Decline your Direct Loan(s) in your MySSU Portal (Instructions for Viewing and Accepting Your Aid Offer).

☐ Complete the online Master Promissory Note, agreeing to the terms of the loan.

☐ Complete the online Loan Counseling, a tool to ensure you understand your obligation to repay the loan.

Please contact the Financial Aid Office with any questions at (707) 664-2389 or finaid@sonoma.edu.
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Instructions:

**Complete the Master Promissory Note (MPN)**

Navigate to the [Master Promissory Note](#) page and click the “Log In To Start” button for the “I'm an Undergraduate Student” MPN. Complete the process and submit.

**Complete Loan Counseling**

Navigate to the [Loan Counseling](#) page and click the “Complete Entrance Counseling Log In To Start”. Complete the process and submit.