Pennsylvania College of Art & Design

2012-2013 Student Direct Stafford Loan Instructions

For those of you who plan to help finance your PCA&D tuition with the help of a Stafford Loan, you will need to complete a Direct Federal Stafford Loan Master Promissory Note (MPN). You will probably notice that a Stafford Loan has been included in your financial aid package. This is simply to show you the amount you are eligible to borrow. You will need to complete the MPN to actually borrow this money.

The process is fairly simple and we urge you to take care of it immediately. The MPN is completed online using the student's Federal PIN that was used to sign your FAFSA. If you do not know your Federal PIN, check with your parent(s).

With your Federal PIN in hand, follow these simple steps:

1. Go to www.studentloans.gov
2. **Sign in** under "Manage My Direct Loans". (you need your name, SS#, Date of Birth and PIN number)
3. Once signed-in, under "**Welcome to Student Loans.gov**", click on "**Complete Master Promissory Note**" (towards the center of the page).
4. Then choose the link **Subsidized/Unsubsidized**.
5. From here, follow directions to complete your direct lending MPN.
6. Make sure to go all the way through, the last thing you will see is a confirmation that says... "Thank you for submitting the MPN."

Please complete this requirement immediately. Failure to do so will result in a delay in processing your Direct Stafford Loan. Direct Stafford Loans processed after August 1 may result in late fees billed to your tuition account. Students who do not complete the MPN will have the Direct Stafford loan deleted from their aid.

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