



2015-2016

Federal Direct Unsubsidized Loan Information and Instructions

The Federal Direct Unsubsidized Loan Program provides long-term, low-interest loans for students, borrowed directly from the U.S. Department of Treasury. A completed and submitted FAFSA is required to receive a Federal Direct Unsubsidized Loan.

Information needed to begin:

- Department of Education PIN - if you have forgotten your PIN or do not have one, please log onto www.pin.ed.gov to request your PIN;
- Your Social Security number, driver's license number and date of birth;
- Two personal references with their full names, addresses and telephone numbers. Each reference provided must have a U.S. address that is not the same as the student's address. The two references may not reside at the same address.

Step 1: Accept the Federal Direct Unsubsidized Loan

The student must review their Financial Aid Award on their MyFST Student Portal and accept all or a portion of their Direct Unsubsidized Loan. The accepted amount is equally disbursed per Fall and Spring semesters. **Federal regulations require the total amount of the Federal Direct Unsubsidized Loan eligibility be accepted before any Federal Direct Graduate PLUS Loan.**

Step 2: Complete the Federal Entrance Loan Counseling – First Time FST Borrowers Only

- **If this is the first time you are applying for a Federal Direct Unsubsidized Loan at FST, you are required to complete the Graduate Entrance Loan Counseling (ELC) online at <https://studentloans.gov>.**
- If you are a continuing FST student with a federal loan in 2014-2015, you have already completed this process and do not need to complete it again.
- In the **Manage My Direct Loan** box; sign in by clicking on the **Sign In** box and completing the necessary information. Then click **Complete Counseling** and choose **Graduate Entrance Loan Counseling**.

Step 3: Complete a New Electronic Master Promissory Note (eMPN) – New Borrowers Only

- **A completed Master Promissory Note is required in order for the funds to be released to the school.** This process may take an estimated 30 minutes. Allow time to complete the entire process in a single session. If you need to stop, click **"Save and Exit"** and information will be saved for you to return to complete the process.
- Go to <https://studentloans.gov> to complete a new Electronic Master Promissory Note (eMPN).
- In the left column under **"Master Promissory Note"**, click on **"Complete MPN"**. Click on **"Subsidized/Unsubsidized"** to complete the following steps:
 - **Enter Personal Information, state and school,**
 - **Provide Two Personal References,**
 - **Review Terms and Conditions of the Loan,**
 - **Review Personal Data Entered and Sign the MPN.** Print a copy of the MPN for your records.

Flags on your MyFST Student Portal: Even if all requirements have been completed, the red flags on the MyFST Student Portal for the Federal Direct Unsubsidized Loan records for the 2015-16 academic year will not be updated until mid-July 2015. This includes Entrance Loan Counseling and Master Promissory Notes (MPN).