

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:

- Federal Student Aid (FSA) Username and Password. To create the new FSA Username and Password, go to: <https://fsaid.ed.gov>;
- 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 MyFSTStudent 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 online at <https://studentloans.gov>.**
- If you are a continuing FST student with a prior Federal Direct loan, you have already completed this process and do not need to complete it again.
- On the main screen, sign in by clicking on the green “**Log In**” box and provide your FSA Username and Password. Then click “**Complete Loan Counseling**”, click “**Start**” beside “**Entrance Counseling**”, and select **Graduate or Professional** student. Continue until complete. Check completed documents in “**View My Documents**”.

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

- **A completed Loan Agreement (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.
- Go to <https://studentloans.gov> to complete a new Electronic Loan Agreement (Master Promissory Note).
- Click on “**Complete Loan Agreement (Master Promissory Note)**”. Click on “**Start**” beside “**MPN for Subsidized/Unsubsidized Loans**” 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 electronically.**Print a copy of the MPN for your records. Check completed documents in “**View My Documents**”.