WILLIAM D. FORD FEDERAL DIRECT LOAN INSTRUCTIONS FOR NEW BORROWERS

The federal government requires that all new Direct Loan borrowers complete Entrance Counseling and sign a Master Promissory Note (MPN) before receiving any loan funds. The Entrance Counseling session provides you with information about your Direct Loan. The MPN is a legal document between you (the borrower) and the U.S. Department of Education (the lender) in which you agree to repay your loan(s) and any accrued interest and fees. It also explains the terms and conditions of your loan.

STEP 1: The FSA ID replaces the Federal Student Aid PIN. You will need an FSA ID to log-in to complete Direct Loan entrance counseling and sign the Master Promissory Note. If you do not have an FSA ID, please go to https://fsaid.ed.gov to create an FSA ID.

STEP 2: Log in to www.studentloans.gov:
- Click on ‘Complete Counseling’.
- Under ‘Entrance Counseling’ click on ‘Start Entrance Counseling’. You will then need to select the school and also whether you are an undergraduate or a graduate student. (If you are a graduate student, this session satisfies the entrance counseling requirement for Unsubsidized and Graduate PLUS loans.)
- Read through the information pages and answer the questions.
- Read the Borrower’s Rights and Responsibilities at the end of your session and keep a copy for your records.
- Print the Counseling Completion Confirmation.

STEP 3: Sign your Master Promissory Note (MPN) electronically at www.studentloans.gov:
- After you login, click on ‘Complete a Master Promissory Note’.
- Select Subsidized/Unsubsidized for the MPN type. (Even if you are a graduate student, this is the MPN you need to sign. Do not select the one for the Graduate PLUS loan.)
- Complete all steps and submit.

STEP 4: Complete your Summer 2015/Fall 2015/Spring 2016 Direct Loan Processing Form.
- Log in to CUNYFirst at https://home.cunyfirst.cuny.edu/oam/Portal_Login1.html.
- Click on ‘Self Service’.
- Click on ‘Student Center’.
- Under ‘Finances,’ click on ‘Direct Loan Processing Form’.
- Enter JJC01 for the Institution and 2016 for the Aid Year.
- Complete the form for all terms (Summer 2015, Fall 2015, Spring 2016) for which you will be enrolled at least half-time and need a Direct Loan.

Your Direct Loan cannot be certified until the Financial Aid Office has received the results of your 2015-2016 FAFSA, collected any required documentation and determined your information to be correct.