

FINANCIAL AID SERVICES

Requirements for Federal Direct Subsidized/Unsubsidized Loan

If you have been offered a Federal Direct Subsidized and/or Unsubsidized Loan as part of your financial aid package for the 2011-2012 academic year and you are a first time Direct Loan borrower, you **MUST** complete **Entrance Counseling** and sign a **Master Promissory Note** (MPN) before your Direct Loans will be paid to your student account.

The following steps must be completed online at <https://studentloans.gov/myDirectLoan/index.action> :

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| 1) Sign in at Manage My Direct Loan using your Federal Student Aid PIN. The Federal Student Aid PIN is the PIN you used to complete your FAFSA. If you have lost or forgotten your PIN, you can request a Duplicate PIN by selecting "Apply for PIN" under "Tools and Resources". |
| 2) Select the Complete Entrance Counseling link to review valuable information about borrowing Federal Direct Loans and take the required entrance counseling quiz. You should print the quiz results page and keep it for your records. This page lists your rights and responsibilities as a Direct Loan borrower. |
| 3) Select the Sign Master Promissory Note link to complete and electronically sign your MPN. Please be sure that you finish all steps and receive confirmation that your MPN has been submitted and finalized. You should also print a copy of your MPN for your records. |

Our office will receive your entrance counseling results and your MPN electronically when each step has been completed successfully. If you continue to receive requests from our office to complete entrance counseling and/or the MPN and believe you have completed both steps, please contact us for further assistance.

If you do **NOT** wish to receive a Federal Direct Loan or would like to reduce the amount awarded, please log in to the UMass Dartmouth COIN system at <http://www.umassd.edu/coin/>. The "View Financial Aid" link under the "Finances" section allows you to decline or reduce your loans.

If you are having difficulty completing this process, please contact the UMass Dartmouth Financial Aid Office at 508-999-8643 so that we may assist you.