

# DIRECT STUDENT LOAN INSTRUCTION SHEET

A. On the [DIRECT STUDENT LOANS Page](#) on the SSC Website.  
Click on the Appropriate Step Needed:

## 1. SSC ONLINE LOAN APPLICATION

- ✓ Preferred/electronic method- submit form for processing
- ✓ Print form/bring to Financial Aid Office and reset application

**FIRST TIME BORROWER MUST** go to [www.studentloans.gov](http://www.studentloans.gov) and complete steps TWO AND THREE.

You **must** have your Department of Education/**FAFSA PIN** to complete these requirements.

## 2. ENTRANCE COUNSELING

- ✓ You will need about 30 minutes to complete the counseling session.
- ✓ Read the content and answer the questions.
- ✓ Read the Borrower's Rights and Responsibilities.
- ✓ Print the Counseling Completion Verification page for your records.

## 3. MASTER PROM NOTE & E-SIGNATURE

- ✓ Select the type of loan you would like to receive

### **Subsidized/Unsubsidized**

(Federal Direct Loans available to undergraduate or graduate/professional students)

### **Parent PLUS**

(Federal Direct Loans available to parents of dependent undergraduate students)

- ✓ Follow the prompts

4. **Exit Counseling/ do not complete unless you are graduating or transferring to another institute. You must have your FAFSA/PIN. Go to [www.nsls.ed.gov](http://www.nsls.ed.gov).**

- ✓ Click on Exit Counseling
- ✓ Follow the prompts