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 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.nslds.ed.gov.

   ✓ Click on Exit Counseling
   ✓ Follow the prompts