Direct Loan Instructions

Students – Do the following steps for the Direct Subsidized and Unsubsidized loans

If you have not completed a Master Promissory Note (MPN) and Entrance Counseling with the Department of Education, your William D. Ford Direct Student Loans will not be released to Belhaven University.

To complete this information, you will need to use your Personal Identification Number (PIN). This is the four digit number you used when signing your FAFSA. If you do not remember your PIN you can go to www.pin.ed.gov. The link is also on the student loan website.

To complete a Master Promissory Note (MPN) and Entrance Counseling you need to…

1. Log into www.studentloans.gov
2. Click the green “Sign In” button in the upper left corner.
3. Enter the required information.
4. Along the left column of links choose “Complete MPN”.
   See 1st screenshot below.
   Your Direct Loan MPN is good for 10 years. If you have completed one before, even at another school, you will not have to complete another.
5. Independent and Dependent students need to complete the “Subsidized/Unsubsidized” Direct Loan.
   See 2nd screenshot below.
6. To complete the Entrance Counseling choose the “Complete Entrance Counseling” link on the left side.
   See 1st screenshot below.
   If you have completed a Direct Loan Entrance Counseling before, even at another school, you will not have to complete another.

Parents – Do the following steps for Direct PLUS loans

For a parent to complete a PLUS loan (not required if a student is only getting a subsidized or unsubsidized loan), the parent would need to complete a Master Promissory Note (MPN) and a Direct PLUS Loan Request…

1. Log into www.studentloans.gov
2. Click the green “Sign In” button in the upper left corner.
3. Enter the required information.
   This is the parent’s information not the student’s information.
4. To complete the Direct PLUS Loan Request a parent needs to choose the “Direct PLUS Loan Request” link on the left side.
   See 1st screenshot below.
   This involves a credit check. If the parent is denied, then a MPN will not be required. The Direct PLUS Loan Request must be completed for each academic year the parent wishes to receive a PLUS Loan.
   The request is valid for 90 days. Do not complete the request 90 days prior to the student beginning class. The request will expire and another request will have to be completed.
5. Along the left column of links choose “Complete MPN”.
   See 1st screenshot below.
   Your Direct PLUS Loan MPN is good for 10 years. If you have completed one before, even at another school, you will not have to complete another.
6. A parent needs to complete the “Parent PLUS” Direct Loan.
   See 2nd screenshot below.
Welcome to StudentLoans.gov

Before you begin, verify that your personal information is up to date and select your preference for future correspondence.

The personal information displayed is based on the information returned from the Federal Student Aid PIN Web site. If any of the information is incorrect, you must correct it at the Federal Student Aid PIN Web site.

Once you have confirmed your information, select what you would like to do:

- Complete Entrance Counseling
- Request a Direct PLUS Loan
- Complete Master Promissory Note
- Endorse a Direct PLUS Loan
- I am not sure (we will ask you a series of questions to direct you)

For independent and dependent students

Subsidized/Unsubsidized
(Direct Subsidized or Direct Unsubsidized Loans available to eligible undergraduate or graduate/professional students. Students must be signed in with their own Federal Student Aid PIN.)

Graduate PLUS
(Direct PLUS Loans available to eligible graduate/professional students. Students must be signed in with their own Federal Student Aid PIN.)

Parent PLUS
(Direct PLUS Loans available to eligible parents of eligible dependent undergraduate students. Parents must be signed in with their own Federal Student Aid PIN.)

For parents of dependent students

The Master Promissory Note (MPN) is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loan(s). Unless your school does not allow more than one loan to be made under the same MPN, you can borrow additional Direct Loans on a single MPN for up to 10 years.

Parent borrowers must complete an MPN for each student using their own Federal Student Aid PIN.

The entire MPN Process must be completed in a single session. Each MPN takes approximately 30 minutes to complete.

View What You Need

Select the type of Direct Loan you would like to receive...