2014-2015
Federal Direct Unsubsidized Loan
Information and Instructions

The Federal Direct Unsubsidized Loan Program provides long-term, low-interest loans for students, borrowed directly from the U.S. Department of Treasury. A completed and submitted FAFSA is required to receive a Federal Direct Unsubsidized Loan.

Information needed to begin:

- Department of Education PIN - if you have forgotten your PIN or do not have one, please log onto www.pin.ed.gov to request your PIN;
- Your Social Security number, driver’s license number and date of birth;
- Two personal references with their full names, addresses and telephone numbers. Each reference provided must have a U.S. address that is not the same as the student’s address. The two references may not reside at the same address.

Step 1: Accept the Federal Direct Unsubsidized Loan

The student must review their Financial Aid Award on their MyFST Student Portal and accept all or a portion of their Direct Unsubsidized Loan. The accepted amount is equally disbursed per Fall and Spring semesters. Federal regulations require the total amount of the Federal Direct Unsubsidized Loan eligibility be accepted before any Federal Direct Graduate PLUS Loan.

Step 2: Complete the Federal Entrance Loan Counseling – First Time FST Borrowers Only

- If this is the first time you are applying for a Federal Direct Unsubsidized Loan at FST, you are required to complete the Graduate Entrance Loan Counseling (ELC) online at https://studentloans.gov.
- If you are a continuing FST student with a federal loan in 2013-2014, you have already completed this process and do not need to complete it again.
- In the Manage My Direct Loan box; sign in by clicking on the Sign In box and completing the necessary information. Then click Complete Counseling and choose Graduate Entrance Loan Counseling.

Step 3: Complete a New Electronic Master Promissory Note (eMPN) – New Borrowers Only

- A completed Master Promissory Note is required in order for the funds to be released to the school. This process may take an estimated 30 minutes. Allow time to complete the entire process in a single session. If you need to stop, click “Save and Exit” and information will be saved for you to return to complete the process.
- Go to https://studentloans.gov to complete a new Electronic Master Promissory Note (eMPN).
- In the left column under “Master Promissory Note”, click on “Complete MPN”. Click on “Subsidized/Unsubsidized” to complete the following steps:
  - Enter Personal Information, state and school,
  - Provide Two Personal References,
  - Review Terms and Conditions of the Loan,
  - Review Personal Data Entered and Sign the MPN. Print a copy of the MPN for your records.

Flags on your MyFST Student Portal: Even if all requirements have been completed, the red flags on the MyFST Student Portal for the Federal Direct Unsubsidized Loan records for the 2014-15 academic year will not be updated until mid-July 2014. This includes Entrance Loan Counseling and Master Promissory Notes (MPN).