



Financial Aid Office  
SUNY Sullivan  
112 College Road  
Loch Sheldrake, NY 12759  
Fax – 845-434-0014  
Website – [www.sunysullivan.edu](http://www.sunysullivan.edu)

## **How to Apply for a Federal Direct Loan**

**STEP 1:** Complete the **Free Application for Federal Student Aid (FAFSA)** [fafsa.gov](http://fafsa.gov) along with **any other requested information** from the Financial Aid Office.

**STEP 2:** Complete the attached **Federal Direct Loan Request Form** and return it to the Financial Aid Office. Please print and complete all information. New Borrowers, please note the following:

### **Time limitation on Direct Subsidized Loan Eligibility for New Borrowers**

Beginning with July 1, 2013 Public Law 112-141 limits for new borrowers of a Federal Direct Subsidized Loan to 150% of the required length to complete a degree, or 3 years of eligibility to complete an associate degree. (For example: A student enrolled in a 2 year program will have 3 years worth of subsidized eligibility.) For further information, go to <http://www.sunysullivan.edu/financialaid/federaldirectloan.php>.

**STEP 3:** Complete the **Federal Direct Loan Master Promissory Note (MPN)** by following the instructions at [studentloans.gov](http://studentloans.gov) and electronically sign your MPN on-line.

On the studentloans.gov webpage, click the green sign in button under Manage My Direct Loan, and sign in using your FSA ID and password. Click Complete Master Promissory Note, then Subsidized/Unsubsidized and continue following the instructions and entering your information. If you have problems with this webpage, call COD Applicant Services at 1-800-557-7394 for assistance.

**STEP 4:** A **Federal Direct Loan Entrance Counseling** Interview must be completed on-line by every Direct Loan borrower at [studentloans.gov](http://studentloans.gov) before funds will be released.

After you sign on the studentloans.gov website, go to Complete Entrance Counseling and continue following the instructions and entering your information. If you have problems with this webpage, call COD Applicant Services at 1-800-557-7394 for assistance.

**STEP 5:** The Financial Aid Office will electronically certify your loan. You will receive a Financial Aid Award Letter reflecting the amount of subsidized and/or unsubsidized loan that you are eligible to receive.

**If you do not complete Steps 1 through 4, your Direct Loan cannot be processed. Borrow only what you need for your educational expenses. This is a loan that must be repaid.**

Additional information on the Federal Direct Loan is located on the back side of this page. Should you have any questions, please contact the Financial Aid Office and we will be happy to assist you.