



Colgate University

Instructions to Complete Federal Direct Loan Requirements

All first-time borrowers need to complete two steps!

As a first-time borrower of a Federal Direct Loan, you will need to complete two steps in order to receive your loan funds:

- Entrance Counseling and
- Master Promissory Note (MPN)

You need to complete these steps only once during your undergraduate career.

Please visit the web site studentloans.gov. Log into the site using your FSA ID (Federal Student Aid ID) – the same ID you used to complete the FAFSA. If you've already created but have forgotten your FSA ID, you will find assistance [here](#).

Once logged on, select "**Complete Loan Counseling**" and start the required Entrance Counseling Session. After submitting the Entrance Counseling, go onto the "Next Steps" to complete a Master Promissory Note. Select the "**MPN for Subsidized/Unsubsidized Loans.**"

We suggest that you allow at least 30 minutes for the completion process.

Please note: The Federal Direct Loan(s) will be credited to your account balance only after you have completed both steps.

Students whose loan funds cannot be disbursed because these two steps have not been completed will be responsible for any resulting balance due on their accounts.

If you have any questions about your loan amount or borrowing options, please contact the Office of Financial Aid (finaid@colgate.edu or 315-228-7431). If you have questions about repayment terms or deferment/forbearance options, please contact the Federal Student Aid Information Center at 800-433-3243.