

## Instructions to apply for a Federal Direct Loan

### 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 <https://studentaid.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 “I’m Preparing For School”, followed by clicking on "Complete Loan Counseling" and start the required Entrance Counseling Session. After submitting the Entrance Counseling, select “Complete a Master Promissory Note” in the “Next Steps” panel on the right side of the page.

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 tuition account 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 tuition accounts.

If you have any questions about your loan amount or borrowing options, please contact the Office of Financial Aid ([finaid@colgate.edu](mailto: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.

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