

www.gatewaykctcs.edu

DIRECT LOAN INFORMATION

You have been awarded a Federal Stafford Loan. In order to take advantage of this loan, you should follow the instructions below.

Complete the Entrance Interview Online

Be sure to have your US Department of Education 4 digit PIN number available

- Go to www.studentloans.gov
- Click the link on the left of the screen which reads "Sign In" under **Manage My Direct Loan**
- Enter your identifying information.
- Click "**Complete Entrance Counseling**"
- Follow the online instructions.
- Once on page 16 of 16, you must view the "Borrower's Rights and Responsibilities" to continue to the confirmation page.
 - Please Note: If you cannot click on the link due to security issues within your computer network, you may right click on the link and click "Open In New Window" to continue.
- Print the confirmation page for your records.

Steps to Signing Your MPN Electronically

Be sure to have your US Department of Education 4 digit PIN number available.

- Log on to www.studentloans.gov
- Click the link on the left of the screen which reads "Sign In" under **Manage My Direct Loan**
- Enter your identifying information.
- Click the link to the right of the screen which reads "**Complete Master Promissory Note**"
- Select **Subsidized/Unsubsidized Loan**.
- Follow the directions given on the screen to successfully complete the eSign process.
- Print and retain a copy of your MPN for your records.

If you decide to accept, decline or reduce your Stafford Loans, please communicate this in writing to the Financial Aid Office at Gateway Community & Technical College. You can do this in two ways: 1) If you received in the mail a Financial Aid Notification, indicate your desire regarding the loan (s) on this form and return it to the Financial Aid Office, or 2) log on to the self service site at <https://students.kctcs.edu> and accept or decline your award and submit it electronically.

Once your response is received, we will know how to act on your application and move forward accordingly.

Information provided is effective for the 2010-2011 academic year.

Gateway Community & Technical College
Financial Aid Office
Phone: 859-442-1165
Fax: 859-442-1107