

DIRECT LOAN CERTIFICATION FORM

In order to accept the direct loans that were part of your financial aid award letter, you must complete this form. **This is a loan that must be repaid.** For more information regarding Federal Direct Student Loans, please visit the Federal Student Aid site at: <https://studentaid.ed.gov/sa/types/loans>.

Please complete all sections below, your loan will not be processed until we receive this form and receive confirmation that all online steps have been completed:

General Information:

Name: _____ SS#/Student ID: _____
Entering Status (circle one) Freshmen Transfer Anticipated Graduation Date (Month/Year) ____/____
Home Phone: _____ Student Cell Phone: _____

How to Apply:

In order to have your Direct Loan processed, you must complete a Direct Loan Master Promissory Note (MPN) and Entrance Counseling. Please review the steps below and indicate your method for submission.

MPN

- 1) Complete the e-MPN at <https://studentloans.gov>
 - a. Log in and select "Complete Master Promissory Note"
 - b. Select "Subsidized/Unsubsidized"
 - c. Follow instructions, filling in each section.
 - d. If you encounter technical problems, call the Direct Loan Origination Center at 1-800-557-7394.

Entrance Counseling

- 2) Complete entrance counseling at <https://studentloans.gov>
 - a. Select "Complete Counseling"
 - b. Select "Entrance Counseling"
 - c. Follow instructions. Estimated time is 30 minutes.

Please pick one:

_____ I recently completed the on-line Direct Loan MPN (listing MSM as my institution) & Entrance Counseling **OR**
_____ I completed a Direct Loan MPN & Entrance Counseling at another institution

Requested Loan Amount:

Maximum Entitlement (circle one): yes or no (if no, list amounts below)
Subsidized Amount: _____ Unsubsidized Amount: _____

Your maximum loan entitlement is shown in your Financial Aid award letter. However, your eligibility for subsidized loan money may change during the course of the academic year for various reasons, including additional financial aid received or a change in enrollment status. If this happens, please select one of the following options:

_____ I permit Mount St. Mary's to reallocate all or a portion of my subsidized loan to unsubsidized. (This option keeps the total loan amount borrowed the same)
_____ I request Mount St. Mary's to return to my lender any portion of my subsidized loan for which I am no longer eligible. (This option reduces the loan amount borrowed to your maximum subsidized eligibility)
_____ I am only eligible for an unsubsidized loan

Student Signature: _____ **Date:** _____

Please mail or fax your completed form to the financial aid office:
Office of Financial Aid, 16300 Old Emmitsburg Road, Emmitsburg Maryland 21727 Fax: (301)447-5915

For FAO Use Only:

Loan Period: _____ to _____ Disbursements: _____
Subsidized: \$ _____ Unsubsidized: \$ _____ Entrance _____ MPN _____