If you are interested in requesting a federal Direct Loan, there are documents the Financial Aid Office will require of you in order for the loan to be certified by Financial Aid Office. This “Step by Step Guide” provides you with all instructions for direct loan processing. Please read this document, follow all steps outlined, and return requested documents to Financial Aid:

**LOAN DOCUMENTS TO RETURN TO FINANCIAL AID:**

- Loan Request Form
- Budget
- Entrance Loan Confirmation
- Exit Interview Confirmation
- Verification of MPN

FA Staff to receive complete packet:____________________

**Student Step By Step Guide for Loan Processing**

**Step 1:**  **Apply for a Federal Student Aid PIN (FAFSA PIN) if you don’t already have one:**

1. Log on to: [www.studentloans.gov](http://www.studentloans.gov).
2. On Tools and Resources Section: Select “Apply for PIN” link. You will be re-directed to PIN website.
3. Click on “Apply Now” button.
4. Select “Next”.
5. Complete your personal information, challenge question, and select PIN.

**Step 2:**  **Create an account for Direct Loans website:**

1. Log on to: [www.studentloans.gov](http://www.studentloans.gov).
2. On Manage My Direct Loan section: Click on the “Sign In” button.
3. Enter your: Social Security Number, first two letters of your last name, Date of Birth, and PIN.
4. Click on the “Sign In button” to go into your enter Direct Loan process menu.
5. On right side: Confirm your personal information and enter your e-mail address twice.
6. Click on “Update” button.

**Step 3:**  **Complete Entrance Counseling Online at: www.studentloans.gov (Approximately 30 minutes).**

If you are continuing from step 3- Creating account, skip steps 1 & 2 of this section.

1. On Manage My Direct Loan, click on the “Sign In” button.
2. Enter your log in information then, Select the “Sign in” button to log in to your account.
3. Click on Complete Entrance Counseling links on the next two pages.
4. Select “I am an undergraduate student” then, click on “Continue” button.
5. Read Instructions and then click on “Continue” button.
6. Select: State (CA) and School (Gavilan College) from the drop-down menus.
7. Click on “continue” button to begin Entrance Counseling.
8. Complete sections 1-16.
10. Submit a copy to Financial Aid Office. Keep a copy for your records.

**Step 4:**  **Complete an Exit Exam online at: www.studentloans.gov. (Approximately 30 minutes)**

If you are continuing after completing the Entrance counseling: Click on “Home” option (Top Left hand corner). If not, log on to the website (see above), then continue with instructions.

1. On Tools & Resources section, select “Exit Counseling link”. You will be re-directed to NSLDS website.
2. Select “Exit Counseling”.
3. Read Exit Counseling Instructions, then select “Start” button.
4. Review Introduction and basic sections then, select “Next” buttons.
5. Enter your: Social Security Number, first two letters of your last name, Date of birth, and PIN.
6. Click on “Submit” button, then on “Next” button.
7. Select: State (CA) from drop-down menu, then click on “Display” button.
8. Select School (Gavilan College- 001202) from the drop-down menu. Then “Add” button.
9. Click on “Submit” button, then “Next” to proceed with Exit Counseling.
10. Review: “Loan Types, Terminology, Repaying Your Loan, Having Trouble Making Payments, Discharge/Forgiveness” sections in order to be able to complete quizzes.
11. Then review: Resources and Final Steps sections.
12. Submit Exit Counseling.
13. Print Confirmation Page.

Step 5: **Complete Online Budget at:** [www.direct.ed.gov/BudgetCalc/budget.html](http://www.direct.ed.gov/BudgetCalc/budget.html).
1. Complete the budget by listing: monthly Expense and Resources/income amounts.
2. Click on “Calculate” button to calculate the total balance.
3. Print copy of complete Budget and submit it to the Fin. Aid Office. Keep a copy for your records.

Step 6: **Download a “Loan Request Form” from the Financial Aid website at:** [http://www.gavilan.edu/finaid/loans/index.html](http://www.gavilan.edu/finaid/loans/index.html). Print and complete Loan Request Form (front page only) and submit it the Financial Aid Office.

Step 7: **Sign Master Promissory Note (MPN) online or through a paper MPN.**

**Online Signature of the MPN:** Go directly to [www.studentloans.gov](http://www.studentloans.gov). Log on to your account.
1. Select the “Complete Master Promissory Note” link (middle section).
2. Select Type of Loan: Subsidized/Unsubsidized.
3. Complete the following sections:
   a. Personal Information
   b. School Information: From drop down menus- Select California and Gavilan College
   c. Personal References
   d. Terms & Conditions
   e. Review & Sign
4. Print a copy for your records.
5. The completed MPN will be processed by the Department of Education (Federal Government).
6. The Financial Aid Office will receive notification of completed MPNs once a week.

**Paper Signature of the MPN:** You may print a paper MPN from [www.studentloans.gov](http://www.studentloans.gov).
1. Log on to your account.
2. On Left Hand side, under Master Promissory Note section, select: Print MPN option.
3. Select Type of Loan: Subsidized/Unsubsidized.
4. Open the PDF file.
5. Review your demographic information.
6. If information is correct, print MPN.
7. Complete Section A7: References
8. Complete Section B8- School information (Name: Gavilan College; address: 5055 Santa Teresa Blvd. Gilroy, CA 95020; Section B9- School Code/Branch: 001202-00; Section B10- Identification Number: Leave this part blank).
9. Review Sections C and D.
10. Sign and Date MPN.
11. Keep a copy for your records.
12. Mail Original MPN (our office recommends certified mail, for tracking purposes) to:
   - **Standard Mail**
     - U.S. Department of Education
     - P.O. Box 5692
     - Montgomery, AL 36103
   - **Overnight Mail**
     - U.S. Department of Education
     - 201 Techna Center Dr.
     - Montgomery, AL 36117

Step 8: **Check your Loan Status on Self Service Banner at least once a week.**
1. Instructions on creating a Self Service Banner Account are available at: [http://www.gavilan.edu/admit/documents/GavSSB_How2Register.pdf](http://www.gavilan.edu/admit/documents/GavSSB_How2Register.pdf)

Step 9: **Who do I contact if I have any questions about the loan process at Gavilan College?**
Rocio De Reza (408) 852-2810 rdereza@gavilan.edu
Financial Aid Loan Officer Telephone Email