Merrimack COLLEGE

Steps to Secure Your Loan: New Borrowers

To utilize your Direct Stafford Loans, and have the funds applied toward your tuition bill, you must complete the following two steps:

Step 1: Direct Loan Entrance Counseling

The Direct Loan Entrance Counseling session will explain your rights and responsibilities as a borrower. You should understand the importance of borrowing loan funds before completing your promissory note. You may complete the Entrance Counseling session by going to the Direct Loan webpage at www.studentloans.gov.

1. Under "Manage My Direct Loan" click the green "Sign In" tab.
2. Sign in using your personal information and your (student) FAFSA PIN number.
3. Click: Complete Entrance Counseling and begin
4. For Counseling Type, select undergraduate or graduate, depending on your program of study
5. Select Massachusetts under School State, then Merrimack College as your School Name

Read the information and complete the questions at the end of every page. Once you have completed the Entrance Counseling, print a copy for your records.

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Step 2: Direct Loan Stafford Master Promissory Note (MPN)

The electronic Master Promissory Note (MPN) the official document that allows you to borrow a Direct Stafford Loan. By completing it, you agree to your rights and responsibilities as a borrower and consent to Direct Loan funds being transmitted to your Merrimack College student account. You will only need to complete your MPN once during your enrollment at Merrimack College. Your loan will automatically be renewed each year. You may complete the session by going to the Direct Loan webpage at www.studentloans.gov.

1. Under "Manage My Direct Loan" click the green "Sign In" tab.
2. Sign in using your personal information and your (student) FAFSA PIN number.
3. Click "Complete Master Promissory Note"
4. Click "Subsidized/Unsubsidized" and begin
5. Select Massachusetts under School State, then Merrimack College as your School Name

You will need the name and addresses of two (2) references. One reference may be a parent.

Once you have completed the MPN, print a copy for your records.

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Please keep the following in mind:

Each session will take approximately 30 minutes to complete. If you are logged in longer than 30 minutes, the system will time you out and will not save your progress.

You will need your Federal Personal Identification Number (PIN). This PIN was assigned to you when you completed your Free Application for Federal Student Aid (FAFSA). If you do not have this PIN, you may request it at http://www.pin.ed.gov.

Once you have completed both requirements, it will take approximately 24-48 hours for us to receive the results electronically.