



## Federal Direct Student Loan Instructions Graduate Students

Office of Financial Aid  
1530 Harden Street  
Columbia, SC 29204  
[www.allenuniversity.edu](http://www.allenuniversity.edu)  
Office: (803) 255-4999  
Fax: (803) 799-3042

\*If you are interested in taking out student loans at Allen University, you are required to complete a Master Promissory Note and Loan Entrance Counseling for graduate/professional students. Please complete the following steps as soon as possible in order for your loan to be processed by the Office of Financial Aid.

Go to <https://studentaid.gov/>

- ⇒ Log in with your FSA ID Username and FSA ID Password
  - ⇒ If you have not yet registered for an FSA ID, click “Create an FSA ID”. During this process, you will be allowed to link your previously issued FSA PIN to your FSA ID. As of May 10, 2015, an FSA ID gives you access to all Federal Student Aid’s online systems and can serve as your legal signature throughout your college career. If you need assistance with the student loan website or with your FSA ID, please call 1-800-557-7394.

*If you have forgotten your previously issued PIN, choose “Forgot my PIN” during the FSA ID registration process. Linking your PIN to your new FSA ID is the quickest method.*

### INSTRUCTIONS FOR COMPLETING A MASTER PROMISSORY NOTE

- ⇒ Go to <https://studentaid.gov/mpn/>
- ⇒ Under “I am a Graduate or Professional Student, click “Log in to start”.
- ⇒ Complete Steps 1-4: Step 1: Personal Information; Step 2: Personal References; Step 3: Terms & Conditions, & Step 4: Review and “SIGN”
- ⇒ Click “Review Master Promissory Note” and close that window after reviewing.
- ⇒ Click “SUBMIT”

### INSTRUCTIONS FOR COMPLETING DIRECT LOAN ENTRANCE COUNSELING

- ⇒ Go to <https://studentaid.gov/entrance-counseling/>
- ⇒ Under “I am a Graduate or Professional Student, click “Log in to start”.
- ⇒ Complete Steps 1-3:
  - Step 1: Select Your Schools
    - Select “South Carolina” and then select “Allen University”
  - Step 2: Quiz/Counseling Session
    - Sections 1-6

### INSTRUCTIONS FOR COMPLETING DIRECT GRADUATE PLUS

- ⇒ Student will need to log into <https://studentaid.gov/plus-app/grad/landing>.
- ⇒ Click “Log In To Start”
- ⇒ Complete Steps 1-4:
  - Step 1: Select Award year: 2021-2022 and add school and loan information
  - Step 2: Add borrower Information
  - Step 3: Review Information
  - Step 4: Consent to Credit Check and submit application
- ⇒ If approved, complete a Graduate Plus Master Promissory Note and Complete Plus Credit Counseling. If denied, you may appeal the denial or accept the Denial.

*Allen University will receive electronic notification once these steps are completed.*