Federal Direct Stafford Loan

Be Prepared to:

- Provide the name, address, and phone number of two references.
- Provide a valid email address, to ensure prompt delivery of your loan information.
- Electronically sign (E-Sign) a Master Promissory Note (MPN) with your personal identification number (PIN). If you do not remember your PIN, you may obtain a copy at www.pin.ed.gov.
- You are required to complete both a Master Promissory Note (MPN) and an Entrance Counseling Session online – your loan will not be disbursed to DBU until both applications have been submitted.

Entrance Counseling Instructions

1. You can access the application on-line through http://www.dbu.edu/financialaid OR go directly to www.studentloans.gov.
2. You will be required to use your U.S. Department of Education issued PIN to complete an electronic MPN. For additional information or to ask general PIN questions, you can visit www.pin.ed.gov.
3. Click: “Sign In”. (This is a green button on the top left of the web page.)
4. Enter your SSN, First 2 letters of your last name, date of birth, and your FAFSA PIN. Again, if you don’t remember your FAFSA pin, you can request a copy of it at www.pin.ed.gov.
5. Click: “Entrance Counseling” (First bullet point in the middle of the page.)
6. Select your degree status (Undergraduate, Graduate/Professional).
7. Review “Helpful Hints, About the Quiz, etc.” and Click: “Continue”.
8. Select: “Texas” and “Dallas Baptist University” from the drop down lists.
9. For the next several pages, read the paragraphs and answer the questions below.
10. After answering all questions, read the “Borrower’s Rights and Responsibilities” and Click: “Submit”.
11. Congratulations! You have completed the Entrance Counseling Requirement. Print this information for your records.
12. Provide current address information and your reference’s information.

Master Promissory Note Instructions

1. Click: “Submit Master Promissory Note.”
2. Select the Parent/Graduate PLUS Loan to sign.
3. Enter your personal information and select Dallas Baptist University from the drop down box. Click: “Continue”.
4. Enter Reference information for 2 people.
5. Review Borrower Request and Authorizations and Understandings.
6. Review Promise to Pay
7. Review MPN Terms and Conditions
8. Review Important Notices
9. Click the check box to acknowledge your understanding and confirmation of the MPN.
10. Review all entered data and sign the application by providing your first name, middle initial and last name.
11. Congratulations! You have completed the Master Promissory Note. Print this information for your records.

IMPORTANT NOTICE: Effective since Summer 2010, all loans are funded through the William D. Ford Federal Direct Loan Program. This requires ALL new Federal Direct Loan Borrowers to complete Entrance Counseling AND a Master Promissory Note. Failure to complete both of these processes will result in delay of your loan funds. Please note: Only 1 entrance counseling and 1 master promissory note is required for all of your Federal Direct Loans.
Parent and Graduate PLUS

Be Prepared to:

• Provide the name, address, and phone number of two references.
• Provide a valid email address, to ensure prompt delivery of your loan information.
• Electronically sign (E-Sign) a Master Promissory Note (MPN) with your personal identification number (PIN). If you do not remember your PIN, you may obtain a copy at www.pin.ed.gov.
• Fill out a credit based application for PLUS loan
• You are required to complete both an Application for a Parent/Graduate PLUS and a Master Promissory Note (MPN) – your loan will not be disbursed to DBU until Parent/Graduate application has been submitted.

PLUS Application Instructions

1. You can access the application on-line through http://www.dbu.edu/financialaid OR go directly to www.studentloans.gov.
2. You will be required to use your U.S. Department of Education issued PIN to complete an electronic MPN (For Parent Plus, parents use your own specific FAFSA pin). For additional information or to ask general PIN questions, you can visit www.pin.ed.gov.
3. Click: “Sign In”. (This is a green button on the top left of the web page.)
4. Enter your SSN, First 2 letters of your last name, date of birth, and your FAFSA PIN (for Parent Plus, parents use your SSN, first 2 letters of your last name, date of birth, and your own specific FAFSA Pin). Again, if you don’t remember your FAFSA pin, you can request a copy of it at www.pin.ed.gov.
5. Click: “Request a Direct PLUS Loan” (Third bullet point in the middle of the page.)
6. Select Parent PLUS if you are a parent. Select Graduate PLUS if you are a graduate student.
7. Follow the given instructions on the website.

Master Promissory Note Instructions

1. Click: “Submit Master Promissory Note.”
2. Select the Subsidized/Unsubsidized Loan to sign.
3. Enter your personal information and select Dallas Baptist University from the drop down box. Click: “Continue”.
4. Enter Reference information for 2 people.
5. Review Borrower Request and Authorizations and Understandings.
6. Review Promise to Pay
7. Review MPN Terms and Conditions
8. Review Important Notices
9. Click the check box to acknowledge your understanding and confirmation of the MPN.
10. Review all entered data and sign the application by providing your first name, middle initial and last name.
11. Congratulations! You have completed the Master Promissory Note. Print this information for your records.

IMPORTANT NOTICE: Please note that in order to receive PLUS loans in future semesters; an application will have to be completed along with a master promissory note for each semester that the applicant wants to receive the PLUS loan.