



## Federal Direct Student Loan Instructions Undergraduate 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 a first-time loan borrower and are interested in taking out student loans as Allen University, you are required to complete a Master Promissory Note and Loan Entrance Counseling. 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’m an Undergraduate Student” Click “Log In To Start”
- ⇒ Complete Steps 1-5: Step 1: Personal Information; Step 2: Personal References; Step 3: Terms & Conditions, Step 4: Review and Edit, & Step 5: Sign & Submit

### INSTRUCTIONS FOR COMPLETING DIRECT LOAN ENTRANCE COUNSELING

- ⇒ Go to <https://studentaid.gov/entrance-counseling/>
- ⇒ Under “I’m an Undergraduate Student” Click “Log In To Start”
- ⇒ Complete Steps 1-3:
  - Step 1: Select Your Schools
    - Select “South Carolina” and then select “Allen University”
    - Click “Notify This School”
  - Step 3: Complete the four (4) modules and answer the questions.
- ⇒ Click “SUBMIT” and print for your records.

### INSTRUCTIONS FOR COMPLETING DIRECT PARENT PLUS LOAN

- ⇒ Parent will need to go to <https://studentaid.gov/plus-app/parent/landing>.
- ⇒ Under “I am a Parent of a Student” Click “Log In To Start”
- ⇒ Complete Steps 1-4:
  - Step 1: Select Award year: 2021-2022 and add student, loan and school information
  - Step 2: Add borrower Information
  - Step 3: Review Information
  - Step 4: Consent to Credit Check and submit application
- ⇒ If approved, complete a Parent 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.*