



HOW TO APPLY FOR A FEDERAL DIRECT LOAN

- **Accept the loan**

This is done in your eservices. Get logged in, click on the Financial Aid tab, and then the 'Loans' tab:

Student e-services	
Dashboard	
Home	
Account Management	
Courses & Registration	
Academic Records	
Financial Aid	
Aid Application Status	
Awards	
College Financing Plan	
Awards by Credit Level	
Financial Aid Links	
Direct Deposit Setup	
Loans	
Bills and Payment	

NOTE: This works best from a computer or laptop, if you are doing this from your phone you will need to scroll back to the top of the page after you click on the Financial Aid tab and click on the Student Services Menu to find the drop down 'Loans' tab.

The Pre-requirements page – This page will let you know if you need to do the Entrance Counseling and MPN requirements. **You can do them after you submit the loan request so just hit the next button.**

The Loan Application page – This is where you tell us how much loan you want to borrow. It defaults to the maximum amount so if you want to take it all out just hit the Next button. If you want a lesser amount you can indicate the amount in the box after you click the circle before it. PLEASE NOTE: You are applying for both fall and spring semester so whatever amount you put in the reduced box will be divided half for fall and half for spring. When you are done on this page hit the Next button.

The Application Summary page – Read, check the little box, and

Submit Loan Application

- **Complete Entrance Counseling**

After you submit your loan application the link to do the Entrance Counseling will be back on the screen. Click on it to go to <https://studentaid.gov/entrance-counseling/> Scroll down a little bit to find this:



I am an Undergraduate Student ?

Entrance counseling for undergraduate students is required if you have not previously received a Direct Subsidized Loan or a Direct Unsubsidized Loan.

You're an undergraduate student if you are enrolled in an undergraduate course of study that usually doesn't exceed four years and that leads to an undergraduate degree or certificate.

[Log in to Start](#)

[View Demo](#)

Click on the Log in to Start button and follow the prompts from there.

- **Complete a Master Promissory Note (MPN)**

<https://studentaid.gov/mpn/> is the link.



I'm an Undergraduate Student

MPN for Subsidized/Unsubsidized Loans

Use this MPN for Direct Subsidized Loans and Direct Unsubsidized Loans available to eligible undergraduate students. [Learn More](#)

[Log In To Start](#)

[View Demo](#)

OMB No. 1845-0007 • Form Approved

Click on the Log in to Start button and follow the prompts from there.

You will need the names and addresses of two people to use as your references. One reference should be a parent or guardian. Your 2 references cannot live together; you need 2 references with 2 different addresses.

Please note: If you have already completed an MPN within the last 10 years, you do not need to complete another one. They are good for 10 years of borrowing.

*** Your loans will not process, and you will not be able to utilize your loans until everything listed here is completed.

Please contact us at financialaid@ridgewater.edu or 320-222-7488 if you have any questions!