To apply for the Stafford loan go to [www.studentloans.gov](http://www.studentloans.gov) and follow the steps below.

1. Login using your FSA ID at the top right hand side of the page.

Step 2 are instructions for the Entrance Counseling.  
Step 3 are instructions for the Master Promissory Note.  
Both are required in order to utilize your federal Stafford student loans.

**If you do not have an FSA ID, please skip to step 4 for instructions on how to create one.**
2. Student Aid Welcome Page.


   b. Select counseling type: Entrance Counseling: “START”
c. Select School State: “NEW YORK”. Select School Name: We will be listed as “KING’S COLLEGE (THE)”.  
   I. After your selection has been made, click the “NOTIFY THIS SCHOOL” button.  
   II. You are completing entrance counseling to receive Direct Loans as an undergraduate student.

The King’s College | 56 Broadway | New York, NY 10004 | Tel 646-237-8902 | Fax 1-877-806-6730 | financialservices@tkc.edu

Last updated 1/24/17
III. Select “CONTINUE” and proceed through the Entrance Counseling session.

3. After you’ve completed the Entrance Counseling, return to MY HOME PAGE and select Complete Loan Agreement (Master Promissory Note).

   a. Select the type of Direct Loan MPN you would like to preview or complete: MPN for Subsidized/Unsubsidized Loans, then “START”.

   MASTER PROMISSORY NOTE (MPN)

   What is a Master Promissory Note?

   The Master Promissory Note (MPN) is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loan(s). Unless your school does not allow more than one loan to be made under the same MPN, you can borrow additional Direct Loans on a single MPN for up to 10 years. The school will tell you what loans, if any, you are eligible to receive.

   Select the type of Direct Loan MPN you would like to preview or complete

   MPN for Subsidized/Unsubsidized Loans

   Use this MPN for Direct Subsidized or Direct Unsubsidized Loans available to eligible undergraduate or graduate/professional students. Students must be logged in with their own FSA ID. Learn More Preview a read-only version of the Subsidized/Unsubsidized MPN

   PLUS MPN for Graduate/Professional Students

   Use this MPN for Direct PLUS Loans available to eligible graduate/professional students. Students must be logged in with their own FSA ID. Learn More Preview a read-only version of the PLUS MPN for Graduate/Professional Students. Graduate students should request unsubsidized loans up to their full eligibility. You may need to complete a Direct Subsidized Master Promissory Note.
Your MPN is complete when you receive the following message, “Thank you for submitting the MPN”. It is not necessary to submit a copy of your MPN to Student Financial Services.

4. How to create an FSA ID

The FSA ID — a username and password — has replaced the Federal Student Aid PIN and must be used to log in to certain U.S. Department of Education websites. Your FSA ID confirms your identity when you access your financial aid information and electronically sign Federal Student Aid documents. If you do not already have an FSA ID, you can create one when logging in to fafsa.gov, the National Student Loan Data System (NSLDS®) at www.nslds.ed.gov, StudentLoans.gov, StudentAid.gov, and Agreement to Serve (ATS) at www.teach-ats.ed.gov.

**Step 1** When logging in to one of the websites listed above, click the link to create an FSA ID.

**Step 2** Create a username and password, and enter your e-mail address.

**Step 3** Enter your name, date of birth, Social Security number, contact information, and challenge questions and answers.

**Step 4** If you have a Federal Student Aid PIN, you will be able to enter it and link it to your FSA ID. You can still create an FSA ID if you have forgotten or do not have a PIN.

**Step 5** Review your information, and read and accept the terms and conditions.

**Step 6** Confirm your e-mail address using the secure code, which will be sent to the e-mail address you entered when you created your FSA ID. Once you verify your e-mail address, you can use it instead of your username to log in to the websites.

You can use your FSA ID to sign a FAFSA right away. Once the Social Security Administration verifies your information in one to three days, or if you have linked your PIN to your FSA ID, you will be able to use your FSA ID to access the websites listed above. For help, visit StudentAid.gov/fsaid.

For additional assistance, please watch this short video clip on how to create an FSA ID.