DIRECT STAFFORD LOAN APPLICATION INSTRUCTIONS

To apply for the Stafford loan go to www.studentloans.gov and follow the steps below.

SIGN IN

1. Click Log In at the top right hand side of the page and enter the following student information:

   a. Enter your username or verified e-mail address.
   b. Enter your password.
   c. If you do not have an FSA ID, select “Click here” at the bottom next to the green login button.
2. Create a New FSA ID.

   a. Enter a valid e-mail address and then retype it next to “Confirm E-mail”.
   b. Create a username and password.
   c. Are you 13 years of age or older? Select from the options provided and then click the green “Continue” button below.
3. Enter your Personal Information in the boxes provided.

a. Enter your social security number.

b. Enter your Date of Birth.

c. Enter your first name, middle initial, and last name in the boxes provided. Then click “Continue”.
4. Link Your PIN (IMPORTANT).

   ![Link Your PIN to Your FSA ID](image)

   a. If you know your PIN number, enter it in the box and click verify. *(Recommended - Creating your login with the PIN will automatically verify your identity with the Social Security Administration)*. If you do not know your PIN, click “Continue without PIN”. You will still be able to create the login. It will take up to 3 business days to confirm your identity and for you to have access to the federal student aid websites.

   b. On the next screen, confirm the information you provided. Then, enter your mailing address and phone number. Click the “Continue” button.

   d. You will be asked to choose and answer 5 security questions. Then enter a significant date in your life. Once you have completed the steps, click “Continue”.

   ![Image of Link Your PIN to Your FSA ID](image)
5. Review and confirm your personal information again and the terms and conditions.

a. Check your e-mail for a message entitled: “Important: Your FSA ID E-mail Validation - Action Required”.

b. Enter the Secure Code in the Secure Code field on your student aid web page.

You’ve successfully created an FSA ID! Now, return to studentloans.gov and login.
If you did not create your FSA ID by linking your PIN, you will receive this e-mail. It should take 2-3 business days to verify your information with the Social Security Administration. You will not be able to log into studentloans.gov until you have been verified. If you still haven’t been verified after 3 business days, please call Federal Student Aid at 1-800-433-3243.

Once you are able to log in, please proceed to the following steps.
6. Student Aid Welcome Page.

- Select “Complete Counseling”.

- Entrance Counseling is required before you can receive your first Direct Subsidized Loan, or Direct Unsubsidized Loan as an undergraduate, or your first Direct PLUS Loan as a graduate/professional student.

Useful Information to Have
b. Select School State: NEW YORK. Select School Name: King’s will be listed as KING’S COLLEGE (THE). Click the “Notify School” button.

c. You are completing entrance counseling to receive Direct Loans as an undergraduate student.

d. Proceed through the Entrance Counseling session.
SIGN eMPN

7. After completing the entrance counseling you will need to Complete a Master Promissory Note (MPN). This is the second link on the “My Account” page at the top.

*Your eMPN 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.*