



## Federal Direct Stafford Loan Cover Sheet

**INSTRUCTIONS:**

1. Complete the FAFSA application.
2. Complete, sign, and return this form to the Financial Aid Office.
3. Go to **www.studentloans.gov** to complete your entrance counseling and sign your electronic Master Promissory Note (e-MPN). (**If you completed Entrance counseling for 2014-2015 and previously completed a Master Promissory Note, you do not need to complete one again.**)

Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_

For Office Use Only

FA__SP__SU__SE__
Created: _____
Sent: _____
MPN: _____
Guarantee: _____
Received: _____
Released: Y N _____

**PLEASE NOTE: Loans will be processed for Fall/Spring. Contact the financial aid office if you require processing other than a Fall/Spring loan. Loan funds will be applied to any outstanding balance owed to SUNY Ulster prior to issuance of a refund check.**

Please check the type(s) of loan you are requesting.

\_\_\_\_ Subsidized Federal Direct Stafford Loan (federal government pays the interest while you are in school, if you are eligible)

\_\_\_\_ Unsubsidized Federal Direct Stafford Loan (interest accrues while you are in school)

Loan Amount: \$ \_\_\_\_\_ (**Check your loan eligibility amounts for the YEAR at: [portal.sunyulster.edu](http://portal.sunyulster.edu)**)

Dependent Students	Base Amount	Additional Unsubsidized Loan
Freshman	\$3,500	\$2,000
Sophomore	\$4,500	\$2,000

Independent Students and Dependents Students Whose Parents are denied a PLUS Loan	Base Amount	Additional Unsubsidized Loan
Freshman	\$3,500	\$6,000
Sophomore	\$4,500	\$6,000

I authorize the Financial Aid Office at SUNY Ulster to process my loan on my behalf.  
(Please sign and date below.)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return completed form to:

Ulster County Community College • Office of Financial Aid • Stone Ridge, NY 12484  
• Telephone (845) 687-5058 • Fax (845) 687-5172

**SUNY Ulster**  
**Ulster County Community College**  
**Office of Financial Aid**  
**Vanderlyn 105**  
**Stone Ridge, N.Y. 12484**

**Dear Student Borrower:**

The next step for you to apply for your Federal Direct Stafford Loan is to complete your Entrance Counseling and e-MPN (electronic Master Promissory Note) at [www.studentloans.gov](http://www.studentloans.gov). (**Entrance counseling is required each year, but if you have previously completed a Master Promissory Note, you do not need to complete one again.**)

The on-line interview will take approximately 20 minutes. When you have completed the Entrance Interview, you can then complete the e-MPN (electronic Master Promissory Note).

**NOTE: THE ENTRANCE INTERVIEW MUST BE COMPLETED BEFORE COMPLETING THE MASTER PROMISSORY NOTE.**

To begin the process:

1. Go to [www.studentloans.gov](http://www.studentloans.gov)
2. Under *Manage My Direct Loan*, click on: *Sign In using your Federal Student Aid ID*.
3. Complete the sign in information
4. Click on: *Complete Entrance Counseling* and follow steps 1-4
5. After successfully completing your entrance counseling, click on: *Submit a Master Promissory Note* (located at the bottom of the page). Then select *Subsidized / Unsubsidized*.
6. After completing all the above steps, the school will receive notification that you have completed your Entrance Counseling and your e-MPN.

If you have any questions, stop by or call the Financial Aid office at 845-687-5058. Computers are available for student use in the financial aid office.

