Please read all information regarding the Direct Loan Application process.

How do I know if I meet the requirements for a Direct Loan?

In order to qualify for a Direct Loan(s) a student must first have filed a FAFSA application and their SAR must be complete for academic year 2006-07.

In addition, the student:
- Must be matriculated.
- Must be registered for at least 6 credits for the semester(s) of the loan(s).
- **Cannot** be in default of any loans.
- **Cannot** be over the aggregate limit (exceed annual award limit).
- Must meet program pursuit and academic progress guidelines.

What is the process after I fill out and submit my Direct Loan application?

If the student meets all requirements the Direct Loan department will process the application and place a temporary loan deferment against your tuition. *(This temporary loan deferment can and will be deleted if your SAR and/or loan application remains incomplete.)* Once the loan is processed, the student will receive a disclosure statement from the Federal Government explaining the type of loan, loan amount, and anticipated disbursement dates of the loan. Please note that anticipated disbursement dates are not actual disbursement dates. You may be required to sign a *Master Promissory Note* (MPN). To sign an MPN you will need to have a PIN number. If you do not have a PIN you must go to the following website [www.pin.ed.gov](http://www.pin.ed.gov) and apply for a PIN. Once you are assigned a PIN you must go to the following website [http://dlenote.ed.gov/](http://dlenote.ed.gov/) to sign a Master Promissory Note. In order to successfully sign your MPN you will need to have the following browser(s) for Windows: MS Internet Explorer 5.x or Netscape Navigator 4.x (Netscape Navigator 6.0 is not supported at this time) with Acrobat Reader settings for Netscape Navigator or MS Internet Explorer. Please note that all students who previously borrowed Direct Loans from Brooklyn College may not be required to sign a MPN because their previous MPN is good for up to 10 years. If you are uncertain whether you must sign a promissory note consult the Financial Aid Office, Direct Loan Department.

*All first time direct loan borrowers will need to sign a Master promissory Note and should follow the instructions above.*
If I am unable to sign a Master Promissory Note online what do I need to do?

The steps are as follows: (1) you will need to contact Direct Loan Servicing at (800) 848-0979. (2) Once you receive the note you will be required to indicate two references, which reside at different addresses within the United States. (2) The student must include a copy of one of the following documents (driver’s license, social security card, and green card) which counts as proof of signature. (3) The student must sign and date the note, using black or blue ink. (4) Finally, the student must mail the Master Promissory Note and proof of signature to the address indicated.

How long will it take to get my check?

Once the Direct Loan application process is completed, the Direct Loan department will notify the student of the availability of any check(s). Please note that this notification is sent only if there is an excess of funds after your tuition has been paid. Disbursement of any loan check(s) usually takes 3 to 4 weeks after the Federal government has received and accepted your Master Promissory Note. Please note that present and future disbursements of direct loan check(s) will no longer be available at the YESS Center (Check Distribution). It is strongly advised that you enroll in direct deposit if you elect not to have your check mailed.

What do I need to do to increase, decrease or cancel my Direct Loan?

If a student wants to increase, decrease or cancel their Direct Loan they must contact the Financial Aid Office, Direct Loan Department for further instructions.

Please note that if you cancel or decrease your loan you may still be liable for the balance of your tuition.

If you have further questions please contact the Direct Loan department at the Financial Aid office 1306 James. Telephone #718-951-5064 Fax#718-951-4778. For further information please go to our website at www.brooklyn.cuny.edu.