Please read all information regarding the Direct Loan Application process.

We encourage students to file one application for the entire year (Summer, Fall and Spring) so proper planning of your annual loan needs can be met. Direct loan applications are submitted to the financial aid office and processed based on the student's federal eligibility.

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 have filed a FAFSA application and their SAR must be complete for academic year 2004-05.

In addition, the student:
1. Must be matriculated.
2. Must be registered for at least 6 credits for the semester(s) of the loan(s).
3. Cannot be in default of any loans.
4. Cannot be over the aggregate limit (exceed annual award limit).
5. 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.

All first time direct loan borrowers will need to sign a Master promissory Note and should follow the instructions below.

To sign an Electronic Master Promissory Note (e-MPN) you need to have a PIN number. If you do not have a PIN number then go to the following website www.pin.ed.gov. Once you are assigned a PIN then visit the following website Direct Loans - Welcome to Electronic Master Promissory Note to complete your Master Promissory Note.

In order to sign your MPN you might need the following browser(s) for Windows: MS Internet Explorer 5.x or Netscape Navigator 4.x with Acrobat Reader(Netscape Navigator 6.0 is not supported at this time).

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.

If you are unable to sign an Electronic Promissory Note online contact Direct Loan Servicing at (800) 848-0979 For requesting a paper Master promissory note.

Once you receive the note you will be required to include (1) two references who must reside at different addresses within the United States. (2) also include a copy of proof of your signature (driver's license, social security card, green card, etc) and (3) Date the note (use black or blue pen only when you are completing your p-note)and finally mail them to Direct loan servicing center.
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 the promissory note.

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

If students wish 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 1507 Plaza. Telephone #718-951-5064 Fax#718-951-4778.

For further information please go to our website at www.brooklyn.cuny.edu.