

→**ATT STUDENT**: Follow the instructions below to actually apply for your student loan:←



Welcome to **StudentLoanOnLine™** !

## Federal Stafford Loan Process

### Master Promissory Note (MPN) Instructions for StudentLoanOnLine

1. Access [www.studentloanonline.com](http://www.studentloanonline.com) to complete your Federal Stafford Loan Master Promissory Note (MPN).
2. Click the "Get Started" button at the top of the home page.
3. **If you have previously applied for a loan on StudentLoanOnLine, login by entering your User ID, password and choosing the "Access My Account" option. If this is the first loan you have applied for on StudentLoanOnLine, choose "Create One" to build your personal account.**
4. Select "Start a New Master Promissory Note or Loan" to complete your MPN and click the "Apply as a Student" button. Then select your state and school.
5. Choose "Federal Stafford" and select the loan period begin/end dates.
6. Entrance counseling is required for every student who takes out a Stafford loan. You will be directed to complete the entrance counseling session. If you have already completed entrance counseling, proceed to step 7.

**Note:** At the bottom of the entrance counseling page **click on the icon "Continue Loan Process."** **This page also includes your confirmation number for counseling completion.** If you accidentally close this page, please go back to [www.studentloanonline.com](http://www.studentloanonline.com), "Access My Account," and start again from step 5. You still need to complete the MPN but will not be prompted to complete entrance counseling again.

7. Please complete all required fields.
  - Your driver's license number is required.
  - Please select your lender from the drop down Stafford Lender List.
  - During the process, you will need to provide the name and address of two references with different U.S. addresses.
  - Once all necessary information is entered, you will be directed to the Stafford Application Confirmation page. Please verify that all information is correct.
8. Three options are available to sign your Federal Stafford Loan MPN:
  - Electronic signature\*
  - Print the MPN and mail the signed MPN to College Assist, or
  - College Assist prints your MPN and will mail it to you for your review and signature. You will then need to return your MPN to College Assist for processing.

\* College Assist and your school recommend you select the electronic signature to expedite the process.

9. Read and agree to the Borrower Rights and Responsibilities statement, Disclosure of Loan Terms and, if applicable, the Addendum to the Federal Stafford Loan Master Promissory Note.

10. Your school will receive electronic notification from StudentLoanOnLine that your MPN is complete.

**If you experience problems while completing any of the above steps, please contact College Assist's Customer Service Hotline at 303-305-3500 or 1-800-727-9834, or [askops@college-assist.com](mailto:askops@college-assist.com).**