

2009-2010 Federal Stafford Loan Instructions

All students who wish to borrow a Federal Stafford Loan must follow the instructions below.

- ❖ **Students who borrowed a Federal Stafford Loans at Macalester during 2008-2009 should complete STEP ONE only.**
- ❖ **First-time borrowers must complete all three steps.**

You may complete the three steps below in any order, provided that you have already filed your 2009-2010 FAFSA. Even if you have not yet received a notice of financial aid eligibility, you should complete steps 2 and 3 now if you anticipate that you will need a Federal Stafford Loan for 2009-2010.

To receive the most accurate fall semester billing statement possible, **you must complete the three steps below before billing statements are prepared in July, 2009.**

Visit www.macalester.edu/financialaid for links to the three steps below.

Step One: Request all or part of your Federal Stafford Loan.

1. Log in to **1600grand.macalester.edu**.
2. Click the **Student Life tab**.
3. Click the **Financial Aid Awards** link within the Financial Aid Awards channel.
4. Select the **2009-2010 award year** from the drop-down list and click the Submit button.
5. Click the **Accept Award Offer** tab.
6. Decide how much of your Federal Stafford Loan you wish to take and follow the instructions on the screen.
7. Click the **Submit Decision** button.

Please note:

- If you prefer not to accept your loan online, you may complete a Federal Stafford Loan Request Form (www.macalester.edu/financialaid/forms)
- Your Federal Stafford Loan will not be processed until you have requested it.

Step Two: Complete a Master Promissory Note (MPN)

This step is not required if you borrowed a Federal Stafford Loan at Macalester during 2008-2009.

Visit www.dlenote.ed.gov to complete your MPN.

- You may sign your MPN online by using your Department of Education PIN (the same PIN that you may have used to sign your FAFSA).
- If you do not have a Department of Education PIN, or you have lost your PIN, you may obtain one by visiting pin.ed.gov.
- If you have not already done so, you must file your 2009-2010 FAFSA prior to completing your MPN.

Please note:

- Your Federal Stafford Loan cannot be delivered until after you have completed a MPN.
- Macalester will receive notification when your MPN is complete.

For help with your MPN, call 800-557-7394.

Step Three: Direct Loan Entrance Counseling

This step is not required if you borrowed a Federal Stafford Loan at Macalester during 2008-2009.

Visit www.dl.ed.gov and complete entrance counseling.