



## 2011-2012 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 Loan at Macalester during 2010-2011 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 2011-2012 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 2011-2012.

To receive the most accurate fall semester billing statement possible, **you must complete the three steps below before billing statements are prepared in July, 2011.**

Visit [www.macalester.edu/financialaid](http://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 and The Financial Aid Awards link within the Financial Aid Awards channel.
3. Select the 2011-2012 award year from the drop-down list.
4. Decide how much of your Federal Stafford Loan you wish to take and follow the instructions on the screen:
5. 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](http://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)

**Visit [www.studentloans.gov](http://www.studentloans.gov) to complete your MPN.**

- You may sign in to your account and 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](http://pin.ed.gov).
- If you have not already done so, you must file your 2011-2012 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.

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Step Three: Complete Direct Loan Entrance Counseling

**Visit [www.studentloans.gov](http://www.studentloans.gov), sign in using your PIN, and complete entrance counseling.**