Direct Loan Checklist

**Complete Direct Loan Entrance Counseling at:**  [https://studentloans.gov](https://studentloans.gov)

- Click the “Sign in” button in the “Manage My Direct Loan” box. Enter your Social Security Number, first 2 letters of your last name, date of birth, and Federal PIN.

- Select “Complete Entrance Counseling” link on the left side of the page.

- **Undergraduates Select:** “I am completing entrance counseling in order to receive loans as an undergraduate student”

- **Graduates Select:** “I am completing entrance counseling in order to receive loans as a graduate or professional student”

- On the “School and Loan Information” page: **School State** → Select “CALIFORNIA” and **School Name** → Select “CALIFORNIA STATE UNIV/SACRAMENTO”

- Review the 16 steps in the counseling session and answer the questions in each step.

- To confirm completion, print the “Completed Counseling Form” at the end of the session. We will receive confirmation within 2 business days.

**Complete Direct Loan Master Promissory Note at:**  [https://studentloans.gov](https://studentloans.gov)

- Click the “Sign in” button in the “Manage My Direct Loan” box. Enter your Social Security Number, first 2 letters of your last name, date of birth, and Federal PIN.

- Select “Complete MPN” link on the left side of the page.

- **Subsidized/Unsubsidized** loan borrowers → Select “Subsidized/Unsubsidized” link

- **Graduate PLUS** loan borrowers → Select “Graduate PLUS” link

- **Parent PLUS** loan borrowers → Select “Parent PLUS” link

- Provide all requested personal information. Parent PLUS loan borrowers also need to provide student name, social security number, and date of birth.

- In the “School and Loan Information” box: **School State** → Select “CALIFORNIA” and **School Name** → Select “CALIFORNIA STATE UNIV/SACRAMENTO”

- Provide reference information.

- You must read each section of the Terms and Conditions and check the box to confirm acceptance.

- Enter your name and click the “Sign” button to submit the MPN. We will receive confirmation within 2 business days.

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