



**Federal Direct Loan Required Documents  
Step by Step Instructions  
*Student Borrowers***

The Student who has accepted the Federal Direct Unsubsidized Loans on the award letter, need to complete certain documents in order for the loans to process legally and properly.

The student must complete the **Direct Loan Entrance Counseling** (required ONLY if it was NOT completed during Undergraduate course work) and the **Direct Loan Master Promissory Note (MPN)** .

These documents are available **online at [www.studentaid.gov](http://www.studentaid.gov)**.

**PLEASE REFER TO THESE DIRECTIONS WHEN YOU ARE READY TO GO ONLINE TO COMPLETE THESE DOCUMENTS.**

**STUDENTS BORROWERS:**

**Will need the following items to complete the Graduate Subsidized/Unsubsidized MPN and the Entrance Counseling Form:**

- Your legal address, date of birth and social security number (have cards with you so no errors are made).
- Your US Department of Education (FAFSA) **FSA User ID**. A student borrower who does not have a **FSA User ID** can create one via the [www.fsaaid.gov](http://www.fsaaid.gov) web site.
- Driver's License Number (if applicable).
- Names, addresses and phone numbers of two personal references.
- References cannot share the same address or phone number.

**Direct Loan Master Promissory Note (MPN) For Graduate/Professional Student Instructions:**

- Go to [www.studentaid.gov](http://www.studentaid.gov)
- Click on sign-in located in the middle of the page, or the upper right hand corner of the page.
- Enter your **FSA User ID** and **Password**.
- Select Complete Aid Process – it is the third link at the top of the page
- The middle of the page says “Next Steps” – select step #4 – “Sign Loan Agreement”
- The second option is “I’m a Graduate/Professional Student” – click select
- Here you will select the type of MPN. You will select the “MPN for Subsidized and Unsubsidized Loans”. If you are also applying for a Graduate PLUS loan – you will need to complete the second MPN as well.
- Enter your personal information as prompted and verify emails and phones as prompted.
- Select the school state and school name information (PA, Thiel College, and Federal School Code 003376) from the drop down boxes.
- Enter your personal reference information – references cannot have the same address or phone number
- Verify all information is correct
- Read all sections of the MPN terms and conditions.
- Click on the box stating you have reviewed the information about the MPN.
- Enter your name and click on the “Sign and Submit” box.
- Please note you do not need to print a copy of the MPN, your signature is authenticated when you click on the “Sign Box”.
- You will receive an email from the US Department of Education confirming MPN was received.
- Click on the HTML Version to view your MPN.



- When you have completed this process, you may go to home page and start process for Entrance Counseling.

**Direct Loan Entrance Counseling Form Instructions:**

- Follow steps 1,2,and 3 as above
- Select Complete Aid Process – it is the third link at the top of the page
- The middle of the page says “Next Steps” – select step #5 – “Complete Entrance Counseling”
- You will need to click on the words “first loan”
- Select “Start”
- Select the school state and school name information (PA, Thiel College, and Federal School Code 003376) from the drop down boxes. Select “Notify this school”
- Select Student Type – GRADUATE OR PROFESSIONAL STUDENT
- Read the information presented and answer the “Check Your Knowledge” questions in each section.
- When you have completed the Entrance counseling, you will see a statement informing you that you have successfully completed the process.
- You may close the web site.

**There is no need to print and send copies to Thiel.  
The college will receive these documents electronically if they are completed correctly.**

*Thiel College, 75 College Ave, Greenville, PA 16125 Email: [dowens@thiel.edu](mailto:dowens@thiel.edu)*

**Federal Student Loan Origination Fees**

|                                     | <b>October 1, 2022-<br/>September 30, 2023</b> | <b>October 1, 2023-September 30,<br/>2024</b> |
|-------------------------------------|--|---|
| Direct Stafford Loan - Unsubsidized | 1.057%   | 1.057%  |

**Federal Student Loan Interest Rates (Fixed)**

|   | <b>July 1, 2022 and<br/>June 30, 2023</b> | <b>July 1, 2023 and<br/>June 30, 2024</b> |
|---|---|---|
| Direct Stafford Loan - Unsubsidized (Graduate Students) | 6.54%                                     | 7.05%                                     |
| Direct Graduate PLUS loan                               | 7.54%                                     | 8.05%                                     |

*\*Interest rates and fees will be updated as final figures are received*