



FEDERAL DIRECT LOAN APPLICATION PROCESS

TO APPLY FOR A DIRECT LOAN, PLEASE COMPLETE THE FOLLOWING STEPS:

STEP 1

CONTACT THE FINANCIAL AID OFFICE TO SIGN UP FOR AN [R21110](#) LOAN WORKSHOP

Before signing up for an [R21110](#) loan workshop, you must:

- Not be in default on any prior student loans
- Have a completed financial aid file
- Enroll in at least **6 units** at Cypress College that count towards your educational goal

YOU ARE ENCOURAGED TO COMPLETE STEPS 2 & 3 PRIOR TO ATTENDING THE LOAN WORKSHOP

STEP 2

COMPLETE ENTRANCE COUNSELING ON WWW.STUDENTLOANS.GOV

During entrance counseling you will learn about:

- Federal Direct Loans
- Managing your educational expenses
- Other financial resources to consider that may help pay for your education
- Your rights and responsibilities as a borrower

STEP 3

COMPLETE THE ELECTRONIC MASTER PROMISSORY NOTE (MPN)

Log on to www.studentloans.gov. Please allow approximately 20 minutes to complete the MPN. It must be completed in a single session.

You will need the following information to complete the MPN:

- Permanent address & mailing address (if different from permanent address)
- Telephone number & email address
- Cypress College school code: **001193**
- Reference information (names, addresses, & telephone numbers) for 2 people that you have known for the last 3 years who do not live with you.

STEP 4

ATTEND THE LOAN WORKSHOP & COMPLETE THE FEDERAL DIRECT LOAN REQUEST FORM

Attend your scheduled Direct Loan Workshop in order to receive the loan request form.

Instructions on how to submit your loan request documents will be provided during the workshop

- Your government issued ID
- Your Social Security Card
- Your completed Direct Loan Request form

STEP 5

COMPLETE EXIT COUNSELING

You are required to complete the Exit Counseling session upon the following:

- Graduate or Transfer from Cypress College
- Enrolled in less than 6 units

You will be notified if either occurs and will need to complete the Exit Counseling online. The Exit Counseling can be completed by logging in at www.studentloans.gov.

CONTACT YOUR DIRECT LOAN SERVICER FOR DIRECT LOAN CUSTOMER SERVICE AT WWW.NSLDS.ED.GOV. LOGIN AND CLICK ON YOUR LOAN TO OPEN YOUR DIRECT LOAN SERVICER INFORMATION.

