LOAN STEPS for new borrowers

I. Accept the Loan Award Offer on PAWS
1) Go to http://paws.gsu.edu (or visit http://www.gsu.edu and click on the “PAWS” button in the upper-right corner).
2) Log in to PAWS. Then, click on the “One Stop Shop” tab.
3) Under the Financial Aid Menu, select “Award by Aid Year.”
4) Choose the appropriate academic year. (The new academic year starts with Fall and ends with Summer.)
5) Click on the “Accept Award Offer” tab.
6) Pay attention to the award period (whether one or two semesters).
7) Carefully read and follow the instructions to accept the amount (if any) that you want.
8) If you already made a decision on PAWS, then to adjust the amount or award period, you must notify the Office of Student Financial Aid in writing. Mail to: P.O. Box 4040, Atlanta, GA 30302-4040 (or use a drop box in Sparks Hall).

II. Federal Direct Stafford Loan Entrance Counseling
1) Visit http://studentloans.gov/ and then click on Sign In.
2) Click on the Complete Entrance Counseling.
3) Select which type student you are (Undergraduate or Graduate/Professional)
4) Select Georgia State University as your school when prompted.
5) Read the information carefully on each page and answer the questions in each section.
6) After reading the Borrowers Rights and Responsibilities, hit Submit.
7) Verify that the screen reads “Congratulations! You have successfully completed Entrance Counseling for Direct Loan Sub/Unsub/Perkins Loan Type.”
8) Monitor PAWS for confirmation to appear in about a week. (Visit the “Financial Aid” menu under the One Stop Shop tab, select “Eligibility,” and then select “Student Requirements” and choose the appropriate academic year.)

III. Federal Direct Stafford Loan Master Promissory Note (MPN) **
1) Go to http://studentloans.gov/ and then click Sign In.
2) Click on the Complete Master Promissory Note.
3) Select which type of loan you are completing the MPN for.
4) Complete the MPN by filling in the requested information.
5) You will need two personal references with different addresses.
6) Review the Terms and Conditions and submit
7) Review your previously submitted information and at the bottom fill in your name and submit.
8) Your signature should then be authenticated and you will need to review the document in HTML format and then hit Continue.
9) The following message will be displayed “Thank you for submitting the MPN. You may view/download the PDF version of your completed MPN.”
10) Monitor PAWS for confirmation to appear in about a week.

Georgia State University, Office of Student Financial Aid
onestopshop@gsu.edu
ph: (404) 413-2600 fax: (404) 413-2102

Direct Loan Origination Office: 1-800-557-7394
National Student Loan Data System: http://www.NSLDS.ed.gov
http://www.pin.ed.gov FAFSA PIN 1-800-433-3243
http://www.fafsa.ed.gov apply online 1-800-4-FED-AID

Enrollment Service Center, One Stop Shop
227 & 228 Sparks Hall and 292 Kell Hall
onestopshop@gsu.edu ph: (404) 413-2600

Direct Loan Service Center: 1-800-848-0979
http://www.dl.ed.gov

GSU Title IV school code: 001574