

# Baruch COLLEGE

Office of Financial Aid Services

## APPLYING FOR A 2019-2020 WILLIAM D. FORD FEDERAL DIRECT STAFFORD LOAN

**Note: Please be advised that there is a minimum half-time enrollment and attendance (6 credits) requirement for each term that you request a loan. You must also have a valid 2019-2020 FAFSA on file in order to have access to the Direct Loan Processing Form on CUNYfirst. If you have any unresolved items on your CUNYfirst To-Do list your loan will be processed, however it will not authorize and show as pending aid until they are resolved.**

### STEP 1:

- For first-time borrowers and new students only: complete **entrance counseling** and a **master promissory note (MPN)** electronically at **www.StudentLoans.gov**

The screenshot shows the StudentLoans.gov website. At the top, there is a navigation bar with 'Federal Student Aid' and 'StudentLoans.gov' logos, along with 'Log In', 'Español', and a 'MENU' icon. Below the navigation bar is a large banner image of students in a classroom. A 'Log In' button is visible on the right side of the banner. Below the banner, there are four main navigation categories: 'Undergraduate Students', 'Graduate/Professional Students', 'Parent Borrowers', and 'Repayment & Consolidation'. The 'Undergraduate Students' category is expanded, showing a list of tasks: 'Complete Entrance Counseling', 'Complete Loan Agreement for a Subsidized/Unsubsidized Loan (MPN)', 'Complete Financial Awareness Counseling', 'Complete Exit Counseling', 'Use the Repayment Estimator', 'Complete TEACH Grant Initial and Subsequent Counseling', 'Complete TEACH Grant Agreement to Serve', and 'Complete TEACH Grant Exit Counseling'. A video thumbnail titled 'How To Create An FSA ID' is also visible.

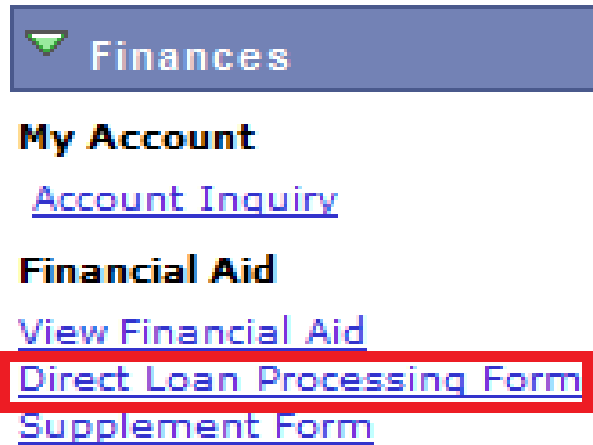
- A federal direct loan will not be authorized if the entrance counseling and the MPN are not on file prior to the submission of your request.
- If you have completed entrance counseling after submitting your direct loan request, you are required to email [financial.aid@baruch.cuny.edu](mailto:financial.aid@baruch.cuny.edu). Include your full name and your CUNYfirst EmplID.

**STEP# 2:** Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>.

**STEP# 3:** Select HR/Campus Solutions from the left menu.


**STEP# 4:** Navigate to Self Service followed by Student Center.


**STEP# 5:** In the Finances section, click the Direct Loan Processing Form link.



**STEP# 5:** On the Select Aid Year to View page, you may see listings for multiple aid years and multiple colleges. Click the link for Baruch College and aid year you wish to view (2020). Then click OK.

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**Institution:**   Baruch College

**Aid Year:**  

**STEP# 6:** Complete the application and click SAVE. Your application has been successfully submitted!