

When Federal Loans are Offered, These Steps Must Be Completed

Student Loans:

1. ACCEPT AWARD

View Your financial aid offer on line at:

<http://register.uah.edu/>

Enter Banner Self Service.

Enter Secure Area with your UAH user ID and password.

2. COMPLETE & SIGN A MASTER PROMISSORY NOTE (MPN)

Go to: **dlenote.ed.gov/empn/index.jsp**

Students must use their Dept of Education PIN number to sign the MPN.

This is the same PIN number used to sign the student's FAFSA.

If necessary, a new PIN number can be obtained at www.pin.ed.gov

3. COMPLETE LOAN COUNSELING

Go to: **<http://www.dlsonline.com>**

You must complete the tutorial and pass the quiz given on this website.

Parent Loans:

(The same parent must complete steps 1 & 2: SSN, PIN number and signatures must match)

1. COMPLETE A PLUS LOAN APPLICATION.

Go to **<http://finaid.uah.edu>** to print a PLUS loan application.

Submit your application to the Office of Student Financial Services,

University Center, Room 212, or fax to (256) 824-6212.

2. COMPLETE & SIGN A MASTER PROMISSORY NOTE. (MPN)

Go to **<http://dlenote.ed.gov/empn/index.jsp>**

Parents must use their Dept of Education PIN number to sign the PLUS MPN.

You can access both sites, MPN and Loan Counseling directly through the UAHuntsville Financial Aid web site: <http://finaid.uah.edu/loans.php>

Students must be enrolled at least 6 credit hours to receive a loan.

Parent Loans require a MPN using the Parent's PIN.

Student & Parent MPN's are multiyear (valid for 10 years).