

Gwynedd Mercy University's School Code is: **003270**

Step 1. Go to “Before Beginning a FAFSA” section. Select “Students & Parents Apply for a Pin” link. This pin will be sent to you in 1-3 business days by email or 7-10 days by mail.

Step 2. Go to www.fafsa.ed.gov and under the “Fill out a FAFSA” section, select “Fill out a FAFSA”. Follow the prompts and read carefully. If you need additional help in completing the form, print out the FAFSA Worksheet in this section and complete as much of the application as possible. Call the FA Office for additional help. After you complete the application, the FA office will receive it electronically in 1-2 business days. **PRINT THE CONFIRMATION PAGE**

Step 3. Go to www.studentloans.gov and sign-in using your Federal PIN Code. Select the link for the Master Promissory Note, and then select the link for Direct Loan Subsidized and Unsubsidized Loan.

Do not complete a PLUS loan unless you have already received the subsidized/unsubsidized loan portion first.
Please complete this application and print out the confirmation application. The FA office will receive the application in 1-2 business days. **PRINT THE CONFIRMATION PAGE**

Step 4. Go to www.studentloans.gov and sign-in using your Federal PIN Code. Select the link to Direct Loan Entrance Counseling. This is a 16 page survey outlining your responsibilities in receiving a federal loan. This survey will take at least 20 to 30 minutes. The FA office will receive the application in 1-2 business days. **PRINT THE CONFIRMATION PAGE**

Students must complete the entire process to receive loan funds.

Please ensure that you bring all printed confirmations to scheduled Registration & Orientation night.