

## Federal Student Loan 2010-2011 Application Checklist

### Before Applying for a Loan:

- Complete your 2010-2011 FAFSA at [www.fafsa.gov](http://www.fafsa.gov)
- Submit financial information in person, via postal mail, or OTC email if requested by the school
- Be degree or certificate seeking at OTC
- Enroll at least half time (6 credit hours)

### 2010-2011 Loan Application Process: After Completing your FAFSA

- Go to <http://www.otc.edu/financialaid/studentloan1011.php> for Student Loan Entrance Counseling
  - Read the information provided on the web page under Master Promissory Note and click on the link to complete your loan counseling.
  - Read the information provided on the web page and select the Stafford Loan box on the lower left side of the screen.
  - You will begin the loan counseling session by clicking on Tutorial and Quiz.
  - Once you have completed the session in its entirety the college will be sent confirmation of your completion of the student loan counseling.
- Sign a Master Promissory Note (MPN) by going to [www.otc.edu/financialaid/studentloan1011.php](http://www.otc.edu/financialaid/studentloan1011.php)  
**\*This is your promise to pay back the money you borrow\***
  - Read the information provided on the web page under Master Promissory Note and click on the link to sign your MPN.
  - Select the "Complete New MPN for Student Loans" link on the lower left side of the screen.
  - You will then click the button for Subsidized / Unsubsidized on the following screen.
  - Once you have completed the MPN in its entirety the college will be sent confirmation of your completion of the MPN.

**\*Following completion of the entrance counseling and MPN online, the college will receive notification that each of the processes has been completed. This will allow the college to process your student loan and receive your loan proceeds for the semester(s) you are attending OTC.**

**\*\*If your FAFSA was selected for verification, the verification process must be completed before OTC can process your loan request. Please visit <http://www.otc.edu/financialaid/fafsainfo.php> to learn more about the verification process at OTC.**