

DUTCHESS COMMUNITY COLLEGE

INTERESTED IN A STAFFORD LOAN?

The steps below outline what must be done in order to receive a student loan.

*** Please note that this process is new for the 2007-2008 academic year***

- Complete an entrance interview online. The online entrance interview will go over your rights and responsibilities of student loan borrowing. This procedure must be done on a yearly basis via the Mapping Your Future website and is **required**. (www.mapping-your-future.org) Confirmation will be electronically sent to the Office of Financial Aid within 24 hours of completion. Or, you can print out an extra copy of your confirmation sheet and bring that into the Office of Financial Aid as proof that the interview was completed. Always make sure that you keep a copy of the confirmation for your own records.
- Complete a Stafford Loan Application form which is available in the Office of Financial Aid or online through our website- www.sunydutchess.edu/financial This form is **required**. The application allows you to indicate the loan period for which you would like to borrow and the amount that you would like to borrow. If this form is acquired from our office, you will receive a copy. If you print it out from our website, please make a copy for yourself, prior to forwarding the original to us.
- Complete a Policy and Procedures form which is available in the Office of Financial Aid or online through our website- www.sunydutchess.edu/financial This form is **required**. The form informs you of our policies and procedures regarding Stafford Loans. It is important that you read this information carefully. If this form is acquired from our office, you will receive a copy. If you print it out from our website, please make a copy for yourself, prior to forwarding the original to us.
- Finally, once your loan is certified you will receive a letter from our guarantor, American Student Assistance (ASA) instructing you to electronically sign your Master Promissory Note via our website. You **NEED** to sign this Master Promissory Note in order to have the Office of Student Accounts receive your loan funds. At the time you electronically sign your promissory note, you will have to choose a lender. Please refer to our ["Choosing a Stafford Loan Lender"](#) sheet for how to make an informed decision that works for you. This form is available in our office (and would have been given to you when you picked up the Stafford Loan Application and Policy and Procedures form) or online through our website- www.sunydutchess.edu/financial