



Steps to Review and Accept Awards, And Federal Direct Subsidized and Unsubsidized Loan Process

STEPS TO REVIEW AND ACCEPT YOUR AWARD OFFER.

A. Check for your Financial Aid Requirements

- Launch TSU Website; www.tsu.edu
- Click - MyTSU link to access the student web portal
- Click - Prospective Student **Use your student T number and DOB (mmddyy) to login**
- Click - Financial Aid Tab
- Click - My Eligibility
- Click - Student Requirements (You will see any requirements needed to process your financial aid)



B. Review & Accept your Award Package – What have I been awarded in federal, state, and university program?

- Click - Financial Aid Tab
- Click - My Award Information
- Click - Award By Aid Year
- Select the 2020-2021 Aid Year and Click submit
- Click - Award Overview tab to view your awards or;
- Click - Accept Award Offer tab to accept loans and/or scholarships and Click Submit.

NOTE: Accepting the Federal Parent PLUS or Graduate PLUS Loans, does not mean the loan has been approved. Additional steps are required to secure the loan.

C. Complete the Online Application Requirements

- Click - MyTSU link to access the student web portal
- Click - the Financial Aid Tab (Twice)
- Click - My Eligibility
- Click - Online Application Requirements (Follow prompts)



D. Complete the Loan Counseling

- Launch Direct Loans Website; <https://studentaid.gov/>
- Click - Login (Login using your FSAID and password (Same login as the FAFSA))
- Click - Complete Aid Process
- Click – Complete Entrance Counseling
- You will be able to move to step “E” usually 48 business hours after completing the Entrance Counseling and accepting your loans.



E. Complete the Master Promissory Note (MPN)

- Launch Direct Loans Website; <https://studentaid.gov/>
- Click - Login using your FSAID and password (Same login as the FAFSA)
- Click - Complete Loan Agreement (Master Promissory Note)
- Click - Subsidized/Unsubsidized Master Promissory Note (MPN)
 - (Parent PLUS MPN or Grad PLUS MPN)

***NOTE: Student must have a minimum of 6 credit hours selected and have completed entrance loan counseling 48 hours prior to having access to the MPN.** The Master Promissory Note (MPN) is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loan(s). Your loan disbursement will not be sent to TSU until the U.S. Department of Education has received your MPN.

Please send your documents to:

Texas Southern University

Office of Student Financial Assistance

3100 Cleburne Street • Houston, TX 77004