

FINANCIAL AID

FEDERAL DIRECT LOAN PROGRAM



ENTRANCE COUNSELING AND MASTER PROMISSORY NOTE (MPN) INSTRUCTIONS

Federal Direct Loan regulations require students to complete Federal Direct Loan Entrance Counseling and Loan Agreement (Master Promissory Note [MPN]) prior to loan disbursement. Entrance counseling and MPN may be completed at studentaid.gov.

The screenshot shows the studentaid.gov homepage. At the top, there's a banner titled "Smartest Investment" with a sub-header "The U.S. Department of Education's office of Federal Student Aid provides more than \$120 billion in financial aid to help pay for college each year." Below this are "Log In" and "Create Account" buttons. To the right, there are four menu items: "Complete the FAFSA® Form", "Explore Ways to Lower Payments", "Learn About Loan Forgiveness", and "Find Out How to Make a Payment". Below the banner are four tabs: "Considering School" (with subtext "I'm thinking about going to college or a career school."), "In School" (with subtext "I'm in the process of earning a degree or certificate."), "Parent" (with subtext "I want to help my child pay for college."), and "In Repayment" (with subtext "I have loans I need to repay."). Below the tabs is a section titled "We're here to help you access and manage your financial aid." with a sub-header "If you filled out the FAFSA® form, you may have been offered grants, work-study, and loans. Before you receive a loan or TEACH Grant, you must complete counseling and carefully review and sign your agreement." To the right of this section is a "POPULAR TOPICS" list with four items: "Renew Your FAFSA® Form", "Apply for a PLUS Loan for Graduate School", "Complete a Loan Agreement (Master Promissory Note)", and "Complete Loan Entrance Counseling". The last item is circled in red.

STEP 1: Visit studentaid.gov.

STEP 2: Under the **In School** tab, select **Complete Loan Entrance Counseling**.

- Log in using the **student** federal FSA ID.

STEP 3: Click START to begin Entrance Counseling.

- Under **Select School to Notify**, choose **NY** and **add Nazareth College**.
- Select **I am completing entrance counseling to receive Direct Loans as an undergraduate student**.
- Answer all questions and submit entrance counseling.
 - o Tip: When asked to ADD LOAN, enter **Direct Unsubsidized** and **\$27,000** (four-year estimate). Actual loan type/amounts are disclosed on the financial aid offer.

STEP 4: Under **Next Steps**, click **Complete a Master Promissory Note**.

- Click START next to **MPN for Subsidized/Unsubsidized Loans**.
 - o This MPN is for all undergraduate and graduate students borrowing direct subsidized and unsubsidized loans.

QUESTIONS? Please contact the Student Loan Support Center at **1-800-557-7394**