Directions for Entrance Counseling and Master Promissory Note for Stafford Loans

Entrance Counseling:
1. Go to [www.studentloans.gov](http://www.studentloans.gov)
2. On the top left side of the screen click on the green “Sign In” button. You will need your FAFSA PIN # to sign into the site. (If you do not have your PIN #, please go to [www.pin.ed.gov](http://www.pin.ed.gov))
3. Click “Complete Entrance Counseling”. Please note that Financial Awareness Counseling is not the same as the Entrance Counseling and does not fulfill the Entrance Counseling requirement.
4. On next page, click the Complete Entrance Counseling Button.
5. Follow the onscreen prompts; be sure to read the information provided and answer all questions.

Master Promissory Note (MPN):
You will need the following items to complete your MPN:
- Social Security #
- Driver’s License #
- Two references with street addresses and telephone numbers. Note: Your references need to have separate addresses from one another.

If you have not logged out you may skip to step 3 below.

1. Go to [www.studentloans.gov](http://www.studentloans.gov)
2. On the top hand side of the screen, click on the green “Sign in” button to login to the website.
3. On the following page, click “Complete Master Promissory Note”
4. Select the type of MPN by clicking “Subsidized/Unsubsidized”
5. Complete all fields, especially the “Required” fields marked with the red asterisk (*), and follow the on screen prompts to continue.
6. Submit your two (2) references. The references must meet the necessary standards.
7. Read through each Section (C, D, E, F, and G) of the Terms and Conditions. Once you have finished reading the sections check the box indicating that you have reviewed and understand the terms and conditions of the loan.
8. Review the submitted information for accuracy. Officially sign the MPN at the bottom and click “Sign”. Once you have “signed” the MPN, click “Review Master Promissory Note”.
9. You must view the MPN in this page before you are allowed to move onto the final screen. You should print a copy of the MPN for your records. Once you have viewed this page, you must close it, and then hit “submit” to continue to the final screen.
10. The final screen of the MPN process will provide you with the option to view the completed MPN in PDF version.

Click on the Logout button on the top right hand side of the screen to finish the MPN process.