

# Direct Loan Paperwork ...for Undergraduate Students

## As the Student Borrower you will need...

- Your Department of Education issued FSA ID (the same FSA ID used for the FAFSA). Go [to https://studentaid.gov/fsa-id/sign-in/landing](https://studentaid.gov/fsa-id/sign-in/landing) to retrieve your FSA ID immediately if you have forgotten, or to apply for a FSA ID.
- Your social security number, date of birth, and driver's license number.
- Two personal references (full name, address, and telephone number) whom you have known for at least three years. Each reference provided must reside at a different U.S. address as well as different from the student's address.
- **Approximately 30 minutes to complete.**

## Log-in

- <https://studentaid.gov>

In the middle of the screen click on the  
Once you have confirmed your  
"Complete Aid Process" then click on "Complete Entrance Counseling"

Log In

button to begin and fill in the required information.  
information, select what you would like to do by hovering on

## Complete Counseling

- [Entrance Counseling](#)

### Step 1:

Click on "Start" to begin.

COMPLETE COUNSELING

Entrance Counseling

**What is Entrance Counseling?**

If you have not previously received a Direct Loan or Federal Family Education Loan (FFEL), the Federal Government requires you to complete entrance counseling to ensure that you understand the responsibilities and obligations you are assuming.

If you are completing entrance counseling to borrow a loan as an undergraduate student, then the entrance counseling will fulfill counseling requirements for Direct Subsidized Loans and Direct Unsubsidized Loans.

If you are completing entrance counseling to borrow a loan as a graduate or professional student, the entrance counseling will fulfill counseling requirements for Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct PLUS Loans.

Your school may have alternate entrance counseling requirements. Check with your school's financial aid office to be sure that the counseling available on this Web site satisfies its requirements for entrance counseling.

**Who should complete this?**

Students who have not previously received a subsidized/unsubsidized loan or PLUS loan (graduate/professional students only) under the Direct Loan Program or Federal Family Education Loan (FFEL) Program.

How long will it take?

START

### Step 2: School Information

Select "Indiana" and "Trine University" from the drop down boxes and click "Notify This School".

### Step 3: Student Type

Be sure to select as **Undergraduate** student

Select Student Type

I am completing entrance counseling to receive Direct Loans as an undergraduate student.

I am completing entrance counseling to receive Direct Loans as a graduate or professional student.

Continue

Add School to Notify

Select up to 3 schools you wish to notify of your counseling completion.

Choose from Associated Schools

- Select -

OR

Select School to Notify

U.S. Schools/U.S. Territory Schools

Non U.S. Schools

Choose a state:

- Select -

Search school by name:

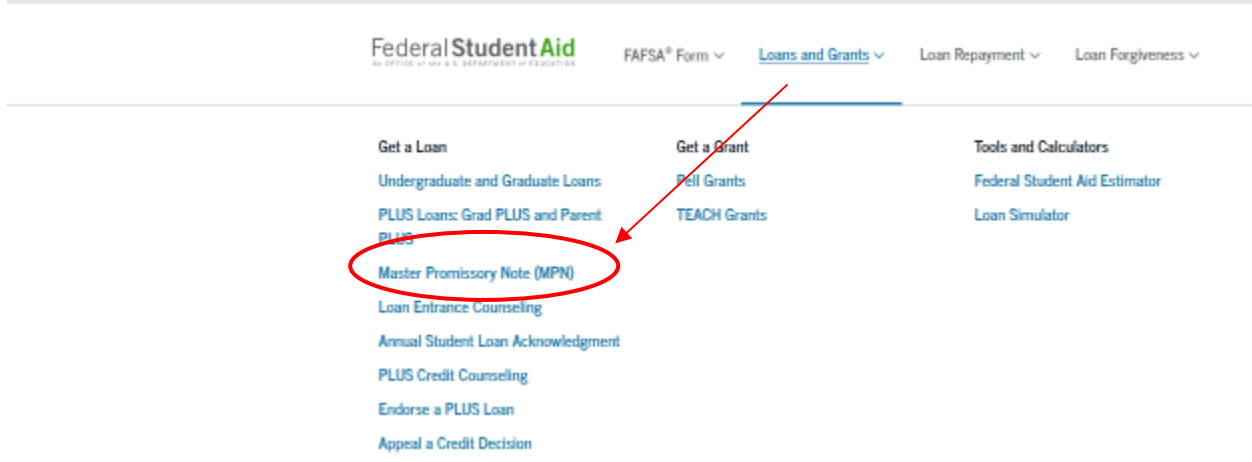
Select or type

You will now answer a series of questions to finish the entrance counseling. When finished be sure to click "Submit Counseling"

Submit Counseling

It is **IMPORTANT** you continue and complete the MPN after submitting counseling!

Hover over “Complete Aid Process” and click on “Complete Master Promissory Note”



## MPN • Complete your MPN in Four Steps.

Click start to begin

### **Step 1: Information**

Complete the requested information as home phone number, address driver’s license number, etc.

#### MPN for Subsidized/Unsubsidized Loans

Use this MPN for Direct Subsidized or Direct Unsubsidized Loans available to eligible undergraduate or graduate/professional students.

Students must be logged in with their own [FSA ID](#).

[Learn More](#)

[Preview a read-only version of the Subsidized/Unsubsidized MPN](#)



OMB No. 1845-0007 • Form Approved

such

### **Step 2: References**

Complete both (2) required references and click “Continue”. (NOTE: References must reside at **different** addresses)

### **Step 3: Terms & Conditions**

Read and review the terms and conditions, check the box to indicate that you have reviewed the information and then click “Continue”

### **Step 4: Review & Sign**

First Name:  Middle Initial:  Last Name:

*The time and date of your signature will be recorded and be made part of your completed MPN.*

The final step is to make sure all information is correct. Your name must be entered exactly as it was when you signed up for your FSA ID, this includes capitalization. Next, electronically sign your (the student’s) MPN by clicking the “Sign” button.

**You have completed your Direct Loan Entrance Counseling and Master Promissory Note. Trine University will receive notification electronically within 5-7 business days. If after that point you receive a notification stating we have not received the paperwork, please contact our offices at 800-347-4878.**