

How-to complete...


Direct Loan Paperwork ...for Students

You will need...

- Department of Education issued PIN (the same PIN used for the FAFSA). Go to www.pin.ed.gov to display your PIN immediately if you have forgotten, or to apply for a PIN.
- 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.

Sign-In

- studentloans.gov

In the upper left of the screen click on the  button to begin and fill in the required information.

Make sure your personal information is correct on the right side then click on

the  button.

Entrance Counseling

- After reading the information, click "Complete Entrance Counseling" to proceed.

Step 1: Counseling Type

Select the appropriate counseling type and click "continue" at the bottom of the page.

Step 2: Guidelines

This will give you helpful hints and information about the quiz. After reading, click "Continue" to proceed to Step 3.

Step 3: School Information

Select "Indiana" and "Trine University" from the drop down boxes and click "Continue".

Step 4: Counseling Session/Quiz

You will now answer a series of questions to finish the entrance counseling. It is **IMPORTANT** you continue and complete the MPN after you complete this step!!!

At the end of Step 4, click on...

Complete Entrance Counseling (STEP 4) - Counseling Session/Quiz

✓ Counseling Type ✓ Guidelines ✓ School Information 4 Counseling Session / Quiz

Full Name: _____ Social Security Number: _____

Congratulations! You have successfully completed Entrance Counseling for Direct Loan Sub/Unsub/Perkins Loan Type.

First Name:	_____
Middle Initial:	_____
Last Name:	_____
SSN:	_____
School Location:	IN
School:	TRINE UNIVERSITY


Print

You can view and download completed Counseling Verification Page

You can submit a Master Promissory Note

MPN

- Now complete your MPN in Four Steps.

Click  **Subsidized/Unsubsidized**
(Federal Direct Loans available to undergraduate or graduate/professional students) to begin.

Step 1: Personal Information

Complete the requested information such as, home phone number, address drivers license number, etc.

Step 2: Personal References

Complete both (2) required references and click “Continue”.

Reference 1

Last Name: * _____ Middle Initial: _____ First Name: * _____

Address (line 1): * _____ Address (line 2): _____

City: * _____ State: --Please Select-- Zip: * _____

Country: UNITED STATES Day Phone: * _____

Relationship: * _____

Reference 2

Last Name: * _____ Middle Initial: _____ First Name: * _____

Address (line 1): * _____ Address (line 2): _____

City: * _____ State: --Please Select-- Zip: * _____

Country: UNITED STATES Day Phone: * _____

Relationship: * _____

Cancel Continue

Step 3: Terms & Conditions

Read and review the terms and conditions, check you have reviewed the information and then click “Continue”.

Step 4: Review & Sign

The final step is to make sure all information is correct and then electronically sign your (the student) MPN in these boxes at the bottom of the page and click the “Sign” button.

First Name: _____ Middle Initial: _____ Last Name: _____

Sign

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

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 notification we have not received the paperwork, please contact our offices at 800.347.4878.