

# How-to Complete...

# 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.

### 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.

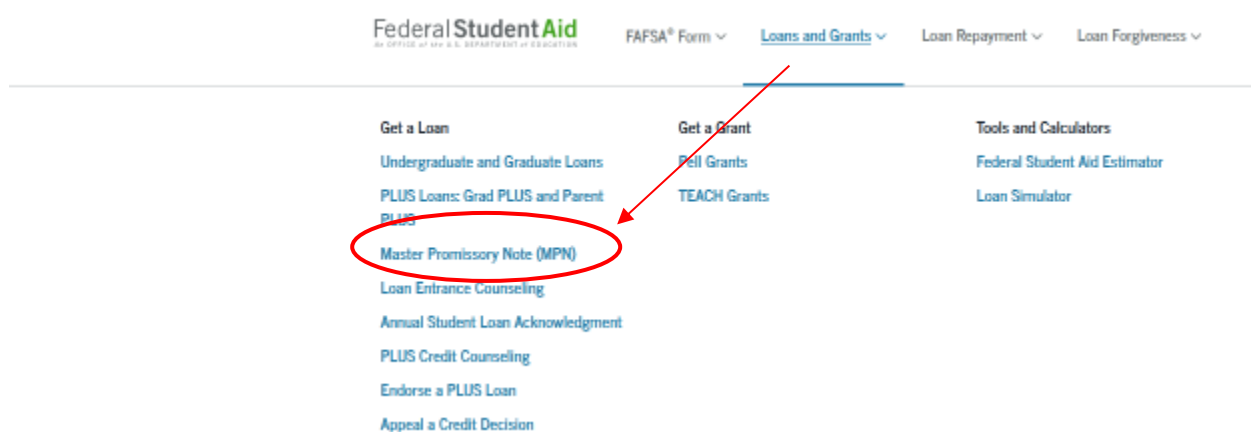
Continue

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](#)

START

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**

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.

First Name:  Middle Initial:  Last Name:

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 a notification stating we have not received the paperwork, please contact our offices at 800-347-4878.**