

As the Student Borrower you will need...

- Your Department of Education issued FSA ID (the same FSA ID used for the FAFSA). Go <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>

Log In

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

Once you have confirmed your information, on the home screen select “**Loans and Grants**” then click on “**Loan Entrance Counseling**.”

The screenshot shows the Federal Student Aid website interface. At the top, there is a navigation bar with 'Federal Student Aid' logo, 'FAFSA® Form', and a dropdown menu for 'Loans and Grants' which is circled in red. Below the navigation bar, there are four columns of links. In the first column, under 'Get a Loan', the link 'Loan Entrance Counseling' is highlighted with a red box. A red arrow points from the 'Loans and Grants' dropdown menu to this highlighted link. Other links in the first column include 'Undergraduate and Graduate Loans', 'PLUS Loans: Grad PLUS and Parent PLUS', 'Master Promissory Note (MPN)', 'Annual Student Loan Acknowledgment', 'PLUS Credit Counseling', 'Endorse a PLUS Loan', and 'Appeal a Credit Decision'.

Complete Counseling

- [Entrance Counseling](#)

Step 1:

Click “Start” on the *I am an Graduate or Professional Student* module to begin.

The screenshot shows a module titled 'I am a Graduate or Professional Student' with a graduation cap icon. The text explains that entrance counseling is required for graduate or professional students who have not previously received a Direct Unsubsidized Loan or Direct PLUS Loan. It defines a graduate or professional student as someone enrolled in a program or course above the bachelor's degree level (such as a master's degree or Ph.D. program) or who is enrolled in a program leading to a professional degree (for example, J.D. or M.D.). A blue 'Start' button is located on the right side of the module.

Step 2: School Information

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

The screenshot shows the 'Notify a School' form. It has a title 'Notify a School' and a subtitle 'Find the school you want to notify when you completed Entrance Counseling.' There are two tabs: 'Select from associated schools' and 'Search for a school'. The 'Search for a school' tab is active. Under this tab, there are two radio buttons: 'U.S. Schools/U.S. Territory Schools' (which is selected) and 'Non U.S. Schools'. Below the radio buttons, there is a 'Choose a State' dropdown menu with '(IN) INDIANA' selected. To the right of this is a 'Search School By Name' input field with 'Trine' entered. At the bottom right, there is a blue button labeled 'TRINE UNIVERSITY'.

Step 3: Complete the Next Modules

You will now answer a series of questions to finish the entrance counseling. When finished be sure to click “**Submit Counseling**” to be done!

Submit Counseling

MPN

• Complete your MPN in Four Steps.

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

When you have returned to the homescreen, click “**Loans and Grants**” and select “**Master Promissory Note**”

The screenshot shows the Federal Student Aid website interface. At the top, there's a navigation bar with 'Federal Student Aid' logo, 'FAFSA Form', and a dropdown menu for 'Loans and Grants' which is circled in red. Below this, there are several links: 'Get a Loan', 'Get a Grant', 'Tools and Calculators', and 'Learn About Loans and Grants'. Under 'Get a Loan', there are links for 'Undergraduate and Graduate Loans', 'PLUS Loans: Grad PLUS and Parent PLUS', and 'Master Promissory Note (MPN)'. The 'Master Promissory Note (MPN)' link is highlighted with a red box and a red arrow points to it from the 'Loans and Grants' dropdown menu.

Step 1: Information

Click “Start” on the *I am a Graduate/ Professional Student* module to begin.

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

I’m a Graduate/Professional Student

PLUS MPN or MPN for Subsidized/Unsubsidized Loans for Graduate/Professional Students

Find and use the MPN that you need as a graduate or professional degree student to borrow federal student loans. Graduate/professional students can be eligible for Direct Unsubsidized Loans, Direct PLUS Loans, or both. You need to complete an MPN for each loan type you intend to receive. You should request Direct Unsubsidized Loans up to your full eligibility before borrowing Direct PLUS Loans. [Learn More](#)

Select MPN Type

OMB No. 1845-0007 • Form Ag

Step 2: Select Loan Type and Enter References

Select the Loan type you intend to receive. You will need to complete an MPN for **each** type of loan you intend to receive.

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

Step 3: Read the Agreements

Read and review the terms and conditions. Know what you are agreeing to!

Step 4: Review & Sign

The final step is to make sure all information is correct and place a check in the “Promises” box to give your consent.

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 “**Submit**” button.

The screenshot shows the bottom part of the MPN form. It includes a section for 'Sign and Submit' with a checkbox for 'I promise that I will not sign this MPN before reading the entire MPN, even if I am told not to read it, or told that I am not required to read it.' Below this, there is a statement: 'I understand that more than one loan may be made to me under this MPN. I understand that by accepting any disbursement issued at any time under this MPN, I agree to repay the loan associated with that disbursement.' At the bottom, there are input fields for 'First Name', 'Middle Initial' (optional), and 'Last Name'.

You have completed your Direct Loan Graduate 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, we have not received the paperwork, please contact our offices at 800-347-4878.