

Direct Loan Paperwork ...for Undergraduate Students

As the Student Borrower you will need...

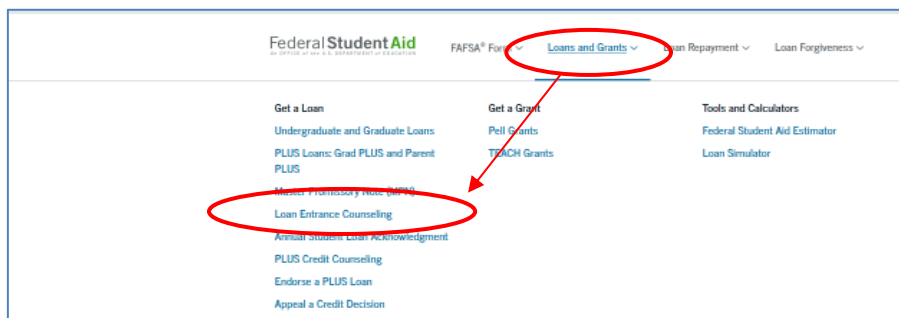
- Your Department of Education issued FSA ID (the same FSA ID used for the FAFSA). Go [to https://studentaid.gov/fsa-id/sign-in/landing](https://studentaid.gov/fsa-id/sign-in/landing) to retrieve your FSA ID immediately if you have forgotten, or to apply for an FSA ID.
- Your social security number, 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.
- **These documents will take 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, select what you would like to do by hovering on **"Loans and Grants"** then click on **"Loan Entrance Counseling"**



Complete Counseling

- [Entrance Counseling](#)

Step 1:

Click **"Start"** on the *I am an Undergraduate Student* module to begin.

I am an Undergraduate Student

Entrance counseling for undergraduate students is required if you have not previously received a Direct Subsidized Loan or a Direct Unsubsidized Loan.

You're an undergraduate student if you are enrolled in an undergraduate course of study that usually doesn't exceed four years and that leads to an undergraduate degree or certificate.

Start

Step 2: School Information

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

A screenshot of the 'Notify a School' form. The form has a section for 'Select from associated schools' and a 'Search for a school' input field. Below this, there are radio buttons for 'U.S. Schools/U.S. Territory Schools' (selected) and 'Non U.S. Schools'. There is a 'Choose a State' dropdown menu with '(IN) INDIANA' selected. To the right, there is a 'Search School By Name' input field with 'Trine' entered. Below the search field, 'TRINE UNIVERSITY' is listed as a result.

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!

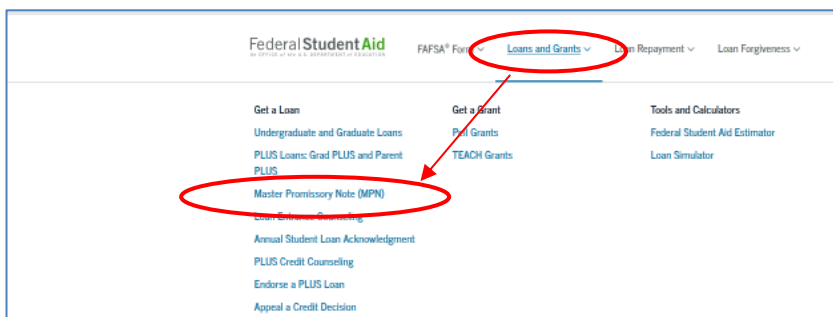
Submit Counseling

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**”



Step 1: Information

Click “Start” on the *I am an Undergraduate Student* module to begin.

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

I'm an Undergraduate Student

MPN for Subsidized/Unsubsidized Loans

Use this MPN for Direct Subsidized Loans and Direct Unsubsidized Loans available to eligible undergraduate students. [Learn More](#)

Start

OMB No. 1845-0007 • F

Step 2: References

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 “**Sign and Submit**” button.

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.

☐ My signature certifies that I have read, understand, and agree to the terms and conditions of the MPN, including the Borrower Request, Certifications, Authorizations, and Understandings, the MPN Terms and Conditions, and the Borrower's Rights and Responsibilities Statement.

Sign and Submit

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.

First Name

Middle Initial optional

Last Name

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.