



Instructions to complete the Federal Direct Subsidized and/or Unsubsidized Loan Entrance Counseling Requirements & Master Promissory Note

Phone # for Dept. of Education – 1-800-557-7394

Loan proceeds will not disburse until both the Entrance Counseling and Master Promissory Note have been successfully completed.

Log into <http://studentaid.gov>

You must have a FSA ID to log in and complete required steps for a Federal Direct Subsidized/Unsubsidized Loan. If you DO NOT already have a FSA ID, create one at the log in link at the upper right of website.

A. Complete Entrance Counseling

On your *Dashboard* select **Loans and Grants**. Select **Loan Entrance Counseling** under **Get a Loan**.
Or

Scroll down to click on the “**Start**” button for the student status you are associated with. When completing the counseling process, ensure that you answer all questions and enter information where indicated as a blank.

STEP 1: What You’ll Learn and Do in Entrance Counseling, select Continue

Notify Your School: If Lindsey Wilson College is not on left to ‘Add’ to right, select “**I want to search for a school instead**”

Select **Kentucky** for *Choose a State* and **Lindsey Wilson College** for the *Search School by Name*. Select “Add”
Click **Continue**.

Entrance Counseling Modules: *Select Start* in “**Estimate the Cost of Your Education**”, *Select Continue* until section is complete

STEP 2: Paying for your Education, Select Continue, you will notice a timeline will have three sections which will give you confirmation at the end.

STEP 3: Federal Student Loans, Select Continue, you will notice a timeline will have six sections which will give you confirmation at the end. **Check Your Knowledge, Three Questions**

STEP 4: How Much You Can Expect to Borrow, Select Continue, you will notice a timeline will have four sections which will give you confirmation at the end. **Check Your Knowledge, Three Questions**

STEP 5: Prepare for Repayment After School, Select Continue, you will notice a timeline will have five sections which will give you confirmation at the end. **Check Your Knowledge, Four Questions**

STEP 6: Consequences of Not Repaying Student Loans, Select Continue, you will notice a timeline will have four sections which will give you confirmation at the end.

Summary of What You Learned Today During Your Entrance Counseling Session, Submit.

B. Master Promissory Note Review

On your *Dashboard* of Studentaid.gov, click on **Loans and Grants**, under **Get a Loan** select **Master Promissory Note (MPN)**

Note: If you are completing from the “Entrance Counseling Summary” page you will need to select **Complete a Master Promissory Note**.

Select **MPN for Undergraduates** (those students that are in our Graduate/Professional degree programs will choose the MPN for their status). Select “**Start**” button.

STEP 1: INFORMATION

Complete the **Contact Information, Driver’s License Information, Permanent Address/Mailing Address, School Information** (School Information Note: Select **Kentucky** for *State* and **Lindsey Wilson College** for the *School Name*) Click **Continue**.

STEP 2: REFERENCES

Provide information for two personal references.

Your references:

- Do not list the student for whom you are borrowing.
 - Cannot share the same address or phone number
 - Cannot have a non-U.S. address
 - Must know you for more than three years
- If you choose **OTHER** for the relationship to reference, you must indicate what the relationship is.
- Click Continue

STEP 3: Agreements

Review MPN Agreement (5 pages). Click **Continue**.

STEP 4: REVIEW & EDIT

Review the **Citizenship Information, Contact Information, Driver’s License Information, Current Addresses, Employer Information, Student Information, School Information, and Reference Information**. Click **Edit** to make corrections to the necessary section.

Click **Continue**

STEP 5: SIGN AND SUBMIT

Place a check mark in box to certify that you have read, understand, and agree to the terms and conditions of the MPN.

Enter the student’s **First Name, Middle Initial, and Last Name** at the end of the page. It should look like how the **Borrower**’s name is spelled at the top of the page (*upper-lowercase, abbreviations, etc.*). This is the student’s electronic signature. Click **Submit**.

CONFIRMATION:

A confirmation will be sent to the email address that was provided on the MPN.

Click **View, save and/or print a copy of your completed MPN for your records**.

Log Out of your account.

Please Note: Loans will not disburse until the Entrance Counseling and Direct Loan MPN has been successfully completed.