

## Entrance Counseling, Master Promissory Note and Exit Counseling.

### Federal Student Aid (FSA) ID

The FSA ID (username and password) has replaced the FSA PIN and it must be used to log in to certain U.S. Department of Education websites. The ID confirms your identity when you access your financial aid information and electronically sign Federal Student Aid documents.

Students and one custodial parent of each dependent student will need to create an FSA ID.

### Create your own FSA ID

1. Access <https://www.fafsa.gov>
2. Create a username and password, and enter your e-mail address (students and parents cannot use the same email address to create separate FSA ID's).
3. Enter your name, date of birth, Social Security number, contact information and challenge questions and answers.
4. If you have a Federal Student Aid PIN, you will be able to enter it and link it to your FSA ID. You can still create an FSA ID if you have forgotten or do not have a PIN.
5. Review your information, and read and accept the terms and conditions.
6. Confirm your e-mail address using the secure code, which will be sent to the e-mail address you entered when you created your FSA ID in Step 2 above. Once you verify your e-mail address, you can use it instead of your username to log in to the websites.
7. Record and store or memorize your FSA user name and password. It may be several months before you use it again, but you will need it each year to refile your FAFSA as well as to access federal aid websites.

## Entrance Counseling, Master Promissory Note and Exit Counseling.

### Entrance Counseling

The Entrance Counseling is a mandatory information session that must be completed before the first disbursement of funds from your loan. The Entrance counseling explains your rights and responsibilities as a student borrower. In addition, it ensures UDLAP that you understand the responsibility and obligation you are assuming when borrowing a student loan, hence, the U.S. federal government requires you to participate in this counseling **BEFORE** your loan is first disbursed to your account. If you have completed the Entrance Counseling at another school previously, you are still **REQUIRED** to complete the Entrance Counseling to attend UDLAP.

Entrance Counseling is done by logging into <https://www.StudentLoans.gov> using your FSA ID and takes about **20 minutes** to complete. Each section of the Entrance Counseling process covers information regarding federal loan borrowing and repayment and includes a few interactive areas to reinforce the material provided. UDLAP will be informed electronically within **48-hours** of submission that you have completed the required Entrance Counseling for your Federal Direct Loans. You will need your Federal Student Aid ID (link to Tab 1: FSA ID page) to complete Entrance Counseling. This is the same ID that you used to sign to the FAFSA.

### How to Complete Entrance Counseling

1. Have your FSA ID, email address, Date of Birth and Social Security Number on hand.
2. Log into <https://studentloans.gov/myDirectLoan/login.action> and enter your information.
3. Click on “Complete Entrance Counseling”.
4. In “Select Student Type” select “Undergraduate”.
5. Under “Select School to Notify”, choose “Non U.S. Schools”.
6. Complete the Entrance Counseling by following the instructions.
7. A completion confirmation will be sent to your registered email.
8. **IMPORTANT:** Forward (or print) the confirmation email to your Financial Aid Professional at UDLAP and keep another copy for your records.



## Entrance Counseling, Master Promissory Note and Exit Counseling.

### Master Promissory Note (MPN)

The Master Promissory Note (MPN) is a legally binding document that makes you responsible for the amount you borrow. Your signature on this document is a **requirement** that you need to complete before UDLAP disburses your loan as well. If you have not previously had a Direct Loan, you will need to complete a MPN for Subsidized and/or Unsubsidized Loans after you have sign the award acceptance letter. The deadline to sign the MPN is **July 27<sup>th</sup>, 2018** for students applying for **Fall 2018** and **December 21<sup>st</sup>, 2018** for students applying for **Spring 2019**.

**At UDLAP, we encourage students and parents to make informed decisions about financial aid. We highly recommend that you borrow only the amount of loans you need to complete your education successfully.**

### How to Complete your MPN

1. Complete Step 1-3 of the Entrance Counseling instructions to log into <https://www.studentloans.gov>
2. Once logged in, select "Complete Loan Agreement (Master Promissory Note)".
3. Under the "Select the type if Direct Loan MPN you would like to preview or complete" section, click "Start" for the MPN for Subsidized/Unsubsidized Loans.
4. Input or update all of the required Borrower Information notated by a red asterisk on the first page of the MPN.  
**Note: Be sure to check the box stating "this is my current permanent address".**
5. A completion confirmation will be sent to your registered email.
6. **IMPORTANT:** Forward (or print) the confirmation email to your Financial Aid Professional at UDLAP and keep another copy for your records.

## Entrance Counseling, Master Promissory Note and Exit Counseling.

### Exit Counseling

The U.S. Department of Education, Financial Student Aid and Federal regulations require **ALL BORROWERS** at UDLAP to complete the loan exit counseling when they are either graduating, leaving school permanently or do not intend to attend any school again for at least six (6) months or more. Exit Counseling helps you understand when repayment begins, how much you will repay, what to do if you cannot make your loan payment, who you will make student loan payments to, etc.

Similar to the Entrance Counseling, you may satisfy the requirement to complete the Exit Counseling online at <https://www.StudentLoans.gov>

1. Have your FSA ID, SSN, Current and Permanent Address, Phone Number and 3 references on hand.
2. Go to <https://www.StudentLoans.gov>
3. Log in using your FSA ID and password.
4. Click on “Start” button to the right of the “Exit Counseling” link and follow the steps.
5. Complete the Exit Counseling by following the instructions.
6. A completion confirmation will be sent to your registered email.
7. **IMPORTANT:** Forward (or print) the confirmation email to your Financial Aid Professional at UDLAP and keep another copy for your records.

**Note: Data will not be saved if you stop before completing all of the steps.**

Exit Counseling provides you with contact information for your **Loan Servicer**, which is the company you will be making payments to and who you should be contacting if you need to change your repayment plan. Remember to contact your Loan Servicer to set up an **online account**, so you can select a **repayment plan**.

**Failure to pay or defaulting on student loans may have a significant impact on your personal finances, including negatively impact your credit history and ability to borrow in the future.**