

Completing Your **STUDENT LOAN REQUIREMENTS**

The first time you borrow federal student loans, you must complete **online student loan entrance counseling** and a **master promissory note** to ensure that you understand the responsibilities and obligations you will have as a student loan borrower. The master promissory note is your promise to pay the loan in full.

Before You Begin:

- Allow approximately 45-60 minutes to complete.
- Be sure to have your FSA ID username and password. You will need it to log in.

➤ STUDENT LOAN ENTERANCE COUNSELING

1. Log into **studentaid.gov** using your FSA ID username and password.
2. Under **COMPLETE AID PROCESS**, select the **Complete Entrance Counseling** link.
3. From the **Entrance Counseling** section, log in and begin the process.
4. **Select Schools to Notify:** Add Wichita State University, and select the **Notify This School** button.
5. Select Student Type: Choose the appropriate response that corresponds with your status as either an undergraduate student or a graduate student. Click the **Continue** button.
6. The counseling includes five sections: **Understand Your Loans, Manage Your Spending, Plan to Repay, Avoid Default, and Make Finances a Priority.**
7. Read through the information and answer the questions in the **Check Your Knowledge** sections.
8. After completing the final section, select the **Submit Counseling** button.

➤ MASTER PROMISSORY NOTE (MPN)

1. Log into **studentaid.gov** using your FSA ID username and password.
2. Under **COMPLETE AID PROCESS**, select the **Complete a Master Promissory Note** link.
3. Select the Direct Loan MPN you want to complete (Undergraduate, Graduate, or Parent). Click the **start** button to begin the process.
4. The MPN includes four sections: **Information, References, Terms & Conditions, and Review & Sign.**
5. **Borrower Information:** Complete this section with your personal information.
6. **School Information:** Add Wichita State University and click the **Continue** button.
7. **References:** Complete this section with the contact information for your two references who have known you for at least three years. Click the **Continue** button.
8. **Terms & Conditions:** Read through the terms and conditions. To expand each section, click the **+** sign and mark that you have read the information. Click the **Continue** button.
9. **Review & Sign:** Review the information you entered, then type in your name, and click the **Sign** button.