



Dear USF Student:

Financial aid can make a difference in your life, but with financial aid comes certain responsibilities. This letter is related to the Federal Direct Stafford and/or the Federal Direct Graduate PLUS Loan you are accepting you're your attendance at University of St. Francis. Included are steps to complete your Federal Entrance Counseling for all student borrowers, which includes the Borrower's Rights and Responsibilities, and completing the Loan Agreement Master Promissory Note (MPN). Please read through these carefully, as we will explain what steps you must complete for the materials provided.

**Step 1:** First time Federal Direct Loan borrowers at USF are required to complete an "entrance counseling" session prior to the disbursement of loan funds. The counseling session is designed to provide the student with information about the loan program and his/her rights and responsibilities as a borrower.

**Step 2:** Borrowers need to complete the Loan Agreement (MPN). You will complete the MPN electronically through the Direct Loan website. Please keep in mind that the MPN is a legal document and must be completed for each loan type or your loan funds will not disburse to your student account. Follow the steps on the website and on the additional page below to complete the MPN process.

**Step 3:** Go to the Department of Education website: <https://studentloans.gov>. This site contains a lot of valuable information regarding student loans. You may want to bookmark it for future reference. Your welcome screen will look like the picture found below.



The requirements will take about 20-30 minutes to complete and you will need to use a web browser with Adobe Acrobat Reader. To begin, you will need to sign in using your FSA Student ID and FSA ID Password that you created. In the center of the website, locate where it says Complete Entrance Counseling. You will be prompted to answer a series of questions to complete the session. Print out the confirmation sheet when the session is finished for your records. The University of St. Francis Financial Aid Services department will receive your completed information in approximately 4-5 business days from Direct Loans. Please call our office toll-free at 866-890-8331 if you have any questions or need assistance in completing this requirements or other questions regarding your Federal Direct Loans.

Sincerely,

**FINANCIAL AID SERVICES**



## Steps to complete the Federal Direct Loan Agreement for Subsidized/Unsubsidized Master Promissory Note (MPN)

### STEP 1: FSA ID REGISTRATION

Go to <https://studentloans.gov> and click create and FSA ID and password. Follow the steps and answer the questions as prompted. If you have a Federal Student Aid PIN, you will be able to enter it and link it to your FSA ID. Confirm your e-mail using the secure code, which will be sent to the e-mail address you entered when you created your FSA ID. <http://www.ifap.ed.gov/eannouncements/attachments/050415FSAIDReplaceHowToCreateFSAIDGuideATTACH.pdf>

### STEP 2 : COMPLETE MPN

Provide your:

1. Permanent and Mailing Address
2. Driver's license number and state
3. School Information
4. E-mail address
5. Telephone number
6. Personal references: Provide full name, permanent address, telephone number and email of two people that have known you for at least three years. First reference should be a parent or legal guardian.

### STEP 3: READ BORROWER'S RIGHTS AND RESPONSIBILITIES

Read the Borrower's Rights and Responsibilities statement. Confirm that you read, understand, and agree to the statement.

### STEP 4: REVIEW DRAFT MPN

Review a draft version. Confirm that you have reviewed the information and have read all sections.

### STEP 5: SIGN YOUR MPN

Review the Promise to Pay section and then electronically sign it by typing in your full legal name. Do not use nicknames or abbreviations (i.e., William A. Nelson, not Billy Nelson). You may still modify the information or cancel the electronic MPN.

### STEP 6: REVIEW SIGNED MPN

Read an Adobe PDF version of the signed MPN.

### STEP 7: CONFIRM ACCEPTANCE OF MPN TERMS AND SUBMIT MPN

Confirm that you agree to the terms of the loan. You may also modify the information or cancel the MPN. If you agree to the terms and conditions of the MPN, submit the MPN to the U.S. Department of Education. If you provide an e-mail address, you will be notified that your electronic MPN has been received.

### STEP 8: SUCCESS!!! NOW PRINT YOUR MPN

Your MPN is now complete. Follow additional instructions on:

- \* Clearing personal information from your web browser.
- \* Printing and/or saving a copy of the completed MPN.
- \* Retrieving a copy of the completed MPN at a later date.
- \* Asking for a copy of the completed MPN.

**Please Note:** If you need additional assistance with this process call Financial Aid Services toll-free at 866-890-8331 or email us at [finaid@stfrancis.edu](mailto:finaid@stfrancis.edu).