

Entrance Counseling & Master Promissory Note

Upon completion of the FAFSA, you will need to complete Entrance Counseling and a Master Promissory Note (MPN). You can do so by going to www.StudentLoans.gov and logging in with your FSA ID.

Entrance Counseling & Master Promissory Note are only required if you plan to borrow federal student loans

Entrance Counseling

Entrance Counseling provides you the opportunity to learn more about federal aid, tips and tricks as a borrower, pertinent information regarding repayment, tax benefits, and other important information that the Department of Education believes you should be aware of. Please note: the details reflected in Entrance Counseling may not be specific to you; but instead, will likely be generic information to give you an idea of what to expect as a borrower.

- 1) Log in to www.StudentLoans.gov using your FSA ID
- 2) If the Account Settings screen pops up, select the settings you prefer and Save Account Settings
- 3) Click on Complete Loan Counseling (Entrance, Financial Awareness, Exit)
- 4) Select the first option (Entrance Counseling) and click "Start"
- 5) To select the correct school, from the state drop down, select "Vermont" and from the school drop down select, "Saint Michael's College"
- 6) Click "Notify This School"
- 7) Click the box that say, "I am completing entrance counseling to receive Direct Loans as an undergraduate student" then Continue

From here, you will work through each of the five (5) pages to complete the counseling. The "Check Your Knowledge" questions are required but any other fill-in boxes or drop-downs are not. Some of the information reflected in the counseling may not be the most up-to-date, answer the questions based on the information populated by the website.

Master Promissory Note

The Master Promissory Note (MPN) is used to confirm your intentions of using the federal aid to help cover part of your tuition charges while also outlining important information necessary to remain fully informed. The MPN will require you to fill in two (2) references to create a web of contacts (they are not reliable for any of the aid); the first reference should be your nearest living relative, the second can be friend or family but must have a different address than yourself and the first reference.

- 1) Log in to www.StudentLoans.gov using your FSA ID
- 2) If the Account Settings screen pops up, select the settings you prefer and Save Account Settings
- 3) Click on Complete Loan Agreement (Master Promissory Note)
- 4) Select the first option (MPN for Subsidized/Unsubsidized Loans) and click "Start"
- 5) Fill in and update the information on this screen. This should be your most current physical and mailing addresses as well as other contact information
- 6) To select the correct school, from the state drop down, select "Vermont" and from the school drop down select, "Saint Michael's College" and click "Continue"
- 7) Fill in the two references here. If you have previously completed an MPN, you can select previously used references from the drop down to the right (ensure their information is up-to-date). Click "Continue"
- 8) Review the information listed on the page and click "Edit" for anything that you see is incorrect. It will direct you to the appropriate page to correct the information then "continue" your way back through the pages. If everything looks correct, click "Continue"
- 9) The last page is the actual MPN document (you will have access to it at any time by accessing this website). You must scroll down, check the box indicating you have reviewed and agree and enter your First Name, Middle Initial, and Last Name
- 10) Click "Sign & Submit"