

## **Instructions on Completing the Master Promissory Note (MPN) and the Loan Entrance Counseling**

Students must complete a Master Promissory Note (MPN) and the Loan Entrance Counseling as part of the Direct Stafford Loan process. The MPN is a binding legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loan(s). The Loan Entrance Counseling is a mandatory information session that explains your rights and responsibilities as a student borrower.

**It is mandatory that the student complete the Master Promissory Note (MPN) and the Loan Entrance Counseling, not the parents. The student is ultimately responsible for repaying these loans.**

*Each process takes approximately 30 minutes to complete and must be completed in a single session, so be sure you have enough time to finish before you start.*

### **Step One**

- To Complete the **Master Promissory Note (MPN)**, Please visit <https://studentaid.gov>
- Step 1 – From the drop down menu on the top right, hover over “COMPLETE AID PROCESS”
  - Step 2 – Click “Complete Master Promissory Note”
  - Step 3 – Login using your FSA ID (not your parent’s FSA ID)
  - Step 4 – Read sections carefully and fill out the entire form
  - Step 5 – Review and electronically sign to submit the MPN

### **Step Two**

- To Complete the **Loan Entrance Counseling**, Please visit <https://studentaid.gov>
- Step 1 – From the drop down menu on the top right, hover over “COMPLETE AID PROCESS”
  - Step 2 – Click “Complete Entrance Counseling”
  - Step 3 – Login using your FSA ID (not your parent’s FSA ID)
  - Step 4 – Under “Add School to Notify” select Endicott College
  - Step 5 – Under “Select Student Type” choose your degree level
  - Step 6 – Complete the Counseling Session and Quizzes (Read Carefully!)

**If you have any questions, please call the Federal Student Loan Support Center at 1-800-557-7394**