



Completing your Master Promissory Note (MPN) and Entrance Counseling

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Log in to StudentLoans.gov with your verified FSA ID

LOG IN

Create an FSA ID
Natural Disasters

Undergraduate Students

Graduate/Professional Students

Parent Borrowers

Repayment & Consolidation

The first step in getting student aid is completing the Free Application for Federal Student Aid (FAFSA™) at www.FAFSA.gov. You must do this every year.

- Complete Entrance Counseling
- Complete Loan Agreement for a Subsidized/Unsubsidized Loan (MPN)
- Complete Financial Awareness Counseling
- Complete Exit Counseling
- Use the Repayment Estimator
- Complete TEACH Grant Initial and Subsequent Counseling
- Complete TEACH Grant Agreement to Serve
- Complete TEACH Grant Exit Counseling

How To Create An FSA ID

Master Promissory Note (MPN)

You will need the following items to complete a Master Promissory Note:

1. U.S. Department of Education FSA ID
2. Permanent Address, Telephone Number and Email Address
3. Driver's License Number (if applicable)
4. Names, addresses and phone numbers of two personal references.
 - You must have known the reference for at least three years.
 - References cannot share the same address or phone number.

Follow the steps below to complete the Master Promissory Note:

1. Navigate to the website: www.studentloans.gov.
2. Click "Log In."
3. Enter your FSA ID and Password.
4. Click "Complete Master Promissory Note."
5. Select the appropriate loan type. Please refer to your award letter for the type(s) of loans you've been awarded (Subsidized/Unsubsidized, Grad Plus, Parent Plus).
6. Enter Your Personal Information.
7. Select Virginia Union University in the drop-down menus of the School and Loan Information section.
8. Enter your Personal References information.
9. Read Terms & Conditions carefully.
10. Review your information and sign your MPN.
 - IMPORTANT NOTE: If you have been awarded a Parent Plus Loan, your parent must also sign a Promissory Note for the PLUS Loan using their own FSA ID.
11. You should receive the following message: "Thank-you for submitting the MPN". In addition you should receive a confirmation email that your MPN has been completed.

Entrance Counseling

You will need the following items to complete Entrance Counseling:

1. U.S. Department of Education FSA ID
2. Email address
3. Date of birth
4. Social security number

Follow the steps below to complete Entrance Counseling:

1. Navigate to the website: www.studentloans.gov .
2. Click "Log In."
3. Enter your FSA ID and Password.
4. Click "Complete Entrance Counseling." (Make sure not to click on "Financial Awareness Counseling.")
5. Select the School – on top menu Select Virginia and Virginia Union University, click on "Notify This School" and select either "Undergrad" or "Graduate" loans based on your enrollment.
6. Complete Entrance Counseling. At this step you will need to read all of the information and answer the questions, you will need to complete all 5 sections the counseling. This is the final step for the Entrance Counseling requirement.



Office of Financial Aid