



Completing your Master Promissory Note (MPN) and Entrance Counseling

The screenshot shows the StudentAid.gov website interface. At the top, there are four navigation tabs: "Considering School" (I'm thinking about going to college or a career school.), "In School" (I'm in the process of earning a degree or certificate.), "Parent" (I want to help my child pay for college.), and "In Repayment" (I have loans I need to repay.). Below the tabs, the main content area is divided into two columns. The left column has a heading "We're here to help you access and manage your financial aid." followed by a paragraph explaining the FAFSA process and the need to complete counseling and sign a Master Promissory Note (MPN) before receiving grants, work-study, and loans. The right column is titled "POPULAR TOPICS" and lists several links: "Renew Your FAFSA® Form", "Apply for a PLUS Loan for Graduate School", "Complete a Loan Agreement (Master Promissory Note/MPN)" (highlighted in yellow), "Complete Loan Entrance Counseling", "Complete the Annual Student Loan Acknowledgment", "Use Loan Simulator", and "Complete TEACH Grant Counseling and Agreement".

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.studentaid.gov.
2. Click "Complete a Loan Agreement (Master Promissory Note/MPN)"
3. 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). Then "log in to start"
4. Enter Your Personal Information.
5. Select Virginia Union University in the drop-down menus of the School and Loan Information section.
6. Enter your Personal References information.
7. Read Terms & Conditions carefully.
8. 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.
9. 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.

Considering School

I'm thinking about going to college or a career school.

In School

I'm in the process of earning a degree or certificate.

Parent

I want to help my child pay for college.

In Repayment

I have loans I need to repay.

We're here to help you access and manage your financial aid.

If you filled out the FAFSA® form, you may have been offered grants, work-study, and loans. Before you receive a Direct Loan, you must complete counseling and sign a *Master Promissory Note* (MPN). Before you receive a TEACH Grant, you must complete counseling and sign an *Agreement to Serve or Repay (Agreement)* each year in which you receive a TEACH Grant.

POPULAR TOPICS

[Renew Your FAFSA® Form](#)

[Apply for a PLUS Loan for Graduate School](#)

[Complete a Loan Agreement \(*Master Promissory Note/MPN*\)](#)

[Complete Loan Entrance Counseling](#)

[Complete the Annual Student Loan Acknowledgment](#)

[Use *Loan Simulator*](#)

[Complete TEACH Grant Counseling and Agreement](#)

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.studentaid.gov .
2. Click "Log in to start" based on your prospective degree
3. 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.
4. 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. T



Office of Financial Aid