

If you accepted a loan on your award letter, there are some federal requirements that need to be completed prior to your loan(s) being disbursed from the government to your Lakeland University tuition account. These requirements include completing entrance counseling (for first-time borrowers) and completing the Master Promissory Note (MPN). All Stafford loans will be borrowed from the U.S. Department of Education through the Federal Direct Loan Program. The instructions are below:

### **(1) ENTRANCE COUNSELING (for first-time borrowers)**

Entrance Counseling is designed to inform you of important information you should know before you borrow a loan. As a first-time borrower, the government requires you to participate in Entrance Counseling prior to Lakeland University receiving your loan funds.

1. Go to [studentaid.gov](http://studentaid.gov).
2. Click on the "Log In" button.
3. Fill in the requested information.
  - a. FSA Username
  - b. FSA Password

*If you do not have an FSA ID, click on the "Create Account" link (located near the "Log In" button) to create your FSA ID.*

4. Click on the "Complete Aid Process" drop down menu.
5. From the "Complete Aid Process" drop down menu select "Complete Entrance Counseling."
6. In the Entrance Counseling, click on the "Start" button to begin.

Our office will receive electronic notification (in approximately 2-3 business days) upon successful completion of this federal requirement.

### **(2) MASTER PROMISSORY NOTE (MPN)**

The Master Promissory Note (MPN) is a 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); for instance, it will include information on how interest is calculated and what deferment and cancellation provisions are available to you. The government requires you to complete the MPN prior to Lakeland University receiving your loan funds.

1. Go to [studentaid.gov](http://studentaid.gov).
2. Click on the blue "Log In" button.
3. Fill in the requested information.
  - a. FSA Username
  - b. FSA Password

*If you do not have an FSA ID, click on the "Create Account" link (located near the "Log In" button) to create your FSA ID.*

4. Click on the "Complete Aid Process" drop down menu.
5. From the "Complete Aid Process" menu select "Complete Master Promissory Note"
6. Select "MPN for Subsidized/Unsubsidized Loan", click on the "Start" button to begin.

The master promissory note will get marked as "received" in your Lakeland University financial aid record upon the successful link of the origination of your federal loan(s) to the master promissory note as on file with the U.S. Department of Education. Therefore, there may be a delay for the status of the master promissory note to be marked as received in your Lakeland University financial aid record.

Call the Financial Aid and Educational Funding Office at 920-565-1032 should you have questions.