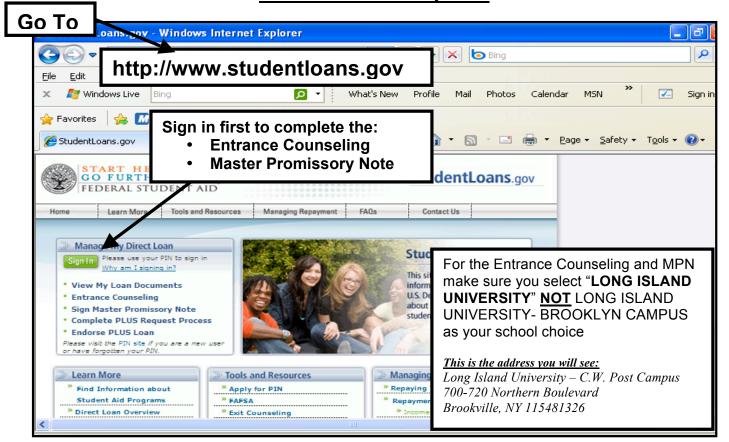


A Guide for Federal Direct Student Loan Borrowers

Completing the Electronic Loan "Entrance Counseling" Interview and E-Signing a Master Promissory Note



Entrance Counseling

In order to accept a Federal Direct Student Loan, all borrowers must begin the electronic process for the **Entrance Counseling** by accessing the U.S. Department of Education's website at www.studentloans.gov and proceed to the "Entrance Counseling." After completing Step 4, print for your own records a copy of the page that says "Congratulations! You have successfully completed Entrance Counseling." The University will receive an electronic record that you completed the entrance counseling within 72 hours. This confirmation, along with your Master Promissory Note (MPN), will allow us to disburse your loan to your account.

Electronically Completing and Signing an MPN

Once you have completed your Entrance Counseling Interview, you may proceed to electronically "sign" your MPN.

Reminder: When completing your MPN, you need the names and **full** addresses of **two** references (with different U.S. addresses who do not live with you and who have known you for at least 3 years). You also need your driver's license number, including state, if applicable. Students/Parents must complete Step 4 before they are finished electronically signing their MPN. Once students and/or parents receive the message "Thank you for submitting the MPN," be sure to print a copy of the **PDF version of the completed MPN**.

For the Parent or Graduate PLUS Loan, this is one of the two documents needed to formally "accept" the loan. The other document is the "*Loan Adjustment Form*" available on the back of the Financial Aid Guide and at http://www.liu.edu/Brooklyn/Financial-Services under "Brochures & Forms." Both forms are submitted to the Office of Student Financial Services in order to accept the loan.