

## Direct Loan Entrance Counseling Form Instructions:

**Step 1.** Go to [www.studentloans.gov](http://www.studentloans.gov), Click on log in, log in with FSA ID and Password.

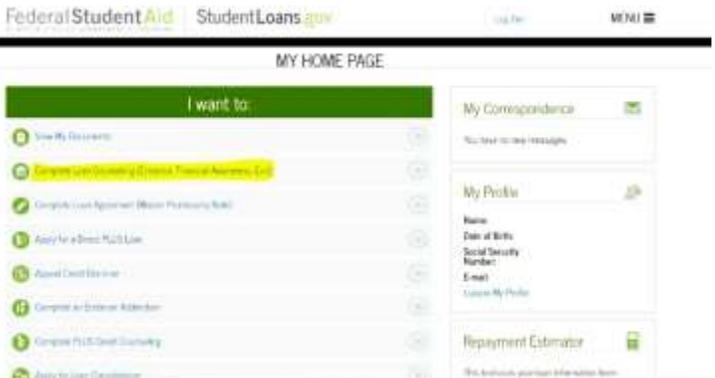
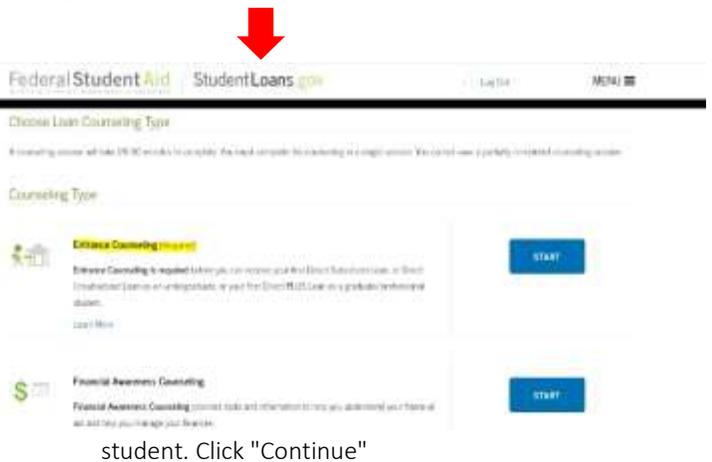
You must sign into [studentloans.gov](http://studentloans.gov) using your Federal Student Aid (FSA) ID



Get an FSA ID at [FSAID.ED.GOV](http://FSAID.ED.GOV). **Note:** If this is the first time you've created an FSA ID, the FSA ID will be available in 1-3 business days after the US Department of Education verifies your information with the Social Security Administration.

**Step 2.** Once logged in, select "Complete Counseling".

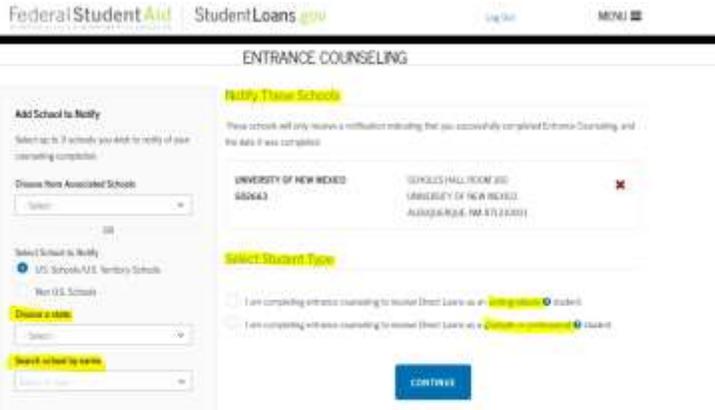
**Step 3.** Then click on "Entrance Counseling".



**Step 4.** "Select Schools to Notify":

- Select "New Mexico" as the School State, and
- "University of New Mexico" as the School Name, which automatically populates the school information.
- if a main campus student select 2<sup>nd</sup> University of New Mexico from the drop down list of schools and
- Under "Select Student Type", indicate whether you are completing entrance counseling to receive Direct Loans as an undergraduate student or a graduate/professional student. Click "Continue"

**Step 5.** Read all the loan information provided throughout the counseling process, provide any requested information, and answer all review questions. You will need to complete all 5 sections of the counseling. Make sure to submit and receive a confirmation page before closing or moving on to the MPN. The U.S. Department of Education will provide your completion status to the UNM Financial Aid Office within 2-3 business days.



**Step 6.** After you have completed the Entrance Counseling on StudentLoans.gov, make sure you follow the step-by-step instructions for the Master Promissory Note.

Direct Loan Master Promissory Note (MPN) Instructions:

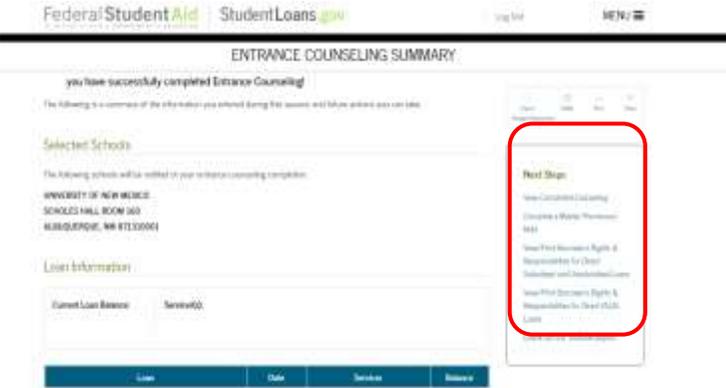


**Step 1.** Sign into studentloans.gov using Federal Student Aid (FSA) ID. If you've just completed the Entrance Counseling you can remain logged into studentloans.gov and select MPN from the next steps section on the right-hand menu

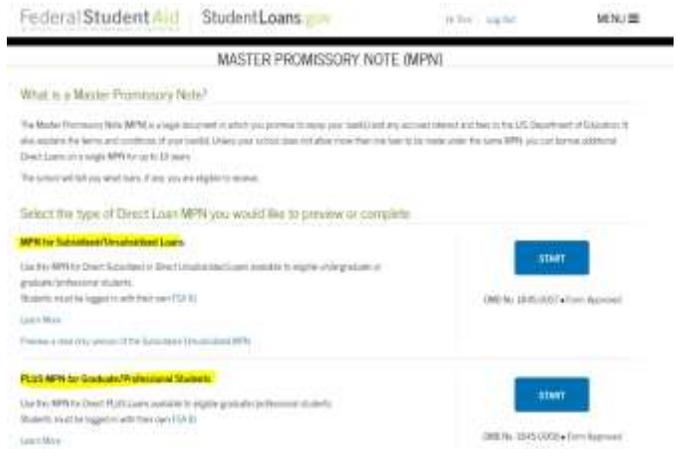
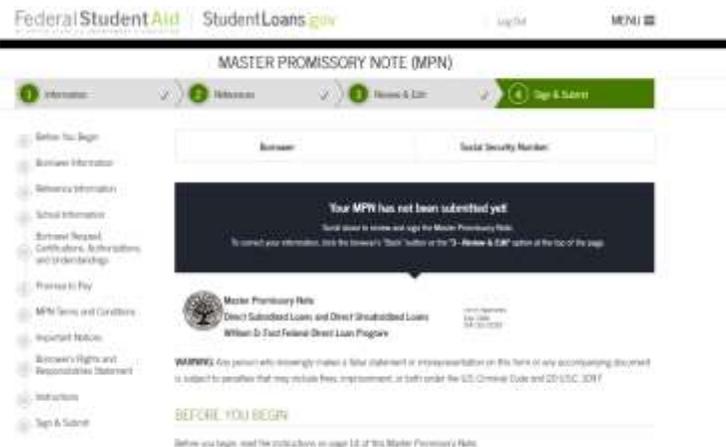
**Step 2.** Once logged in, select Master Promissory Note by clicking start next to the appropriate MPN.

Select the type of MPN you are completing in this session.

- An undergraduate student will select "Subsidized/Unsubsidized".
- Parents borrowing a Parent PLUS loan for their dependent student will select "Parent PLUS"
- Graduate students borrowing **only** an unsubsidized loan will select "subsidized/unsubsidized"
- Students borrowing a graduate PLUS loan will need to complete a Graduate PLUS MPN as well. Select "Graduate PLUS" to complete this MPN.



**Step 3.** Enter the information requested. You must complete all 4 sections before you can submit the MPN. You will need your personal information and 2 references.



**Step 4.** Proceed with providing all the requested MPN information. You must read each section of the MPN before you can submit at the bottom of the Sign and Submit page. You will need to receive a confirmation page after you sign and submit. The U.S. Department of Education will provide your completion status to the UNM Financial Aid Office within 2-3 business days.

Note: In addition to completing both the Direct Loan Entrance Counseling and the Master Promissory Note you must also have a complete file with the UNM Financial Aid Office. To check if you have unsatisfied requirements please use [Loboweb](#). For instructions on how to check your file please [click here](#).

