

Loan Entrance Counseling and Master Promissory Note

Prior to receiving any Federal Direct Subsidized/Unsubsidized Loan funds from Northwest University, the U.S. Department of Education requires that you complete Loan Entrance Counseling & sign a Loan Agreement/Master Promissory Note (MPN).

How to complete Loan Entrance Counseling

Follow the instructions below to complete **Loan Entrance Counseling**:

1. Go to <https://studentloans.gov/>.
2. Select the blue **Log In** button on the top right hand side of the page.
3. Enter your **FSA ID** login information, and click **Log In**. (You must have created an FSA ID Username and Password in order to complete your MPN and Entrance Counseling.)
4. You are now on MY HOME PAGE of StudentLoans.gov. Under the "I want to" heading, select the second option titled **Complete Loan Counseling (Entrance, Financial Awareness, Exit)**.
5. Under the "Counseling Type" heading, select **Start** next to the first option titled **Entrance Counseling (Required)**. (Completing any of the other counseling types will not satisfy the Entrance Counseling requirement.)
6. Under the "Add School to Notify" heading, choose the **State of Washington** and locate **Northwest University**, and then select **Notify This School**.
7. Under the "Select Student Type" heading, indicate whether you are an undergraduate or graduate student, and select **Continue** to begin your Entrance Counseling session.
8. Carefully read each section of information, and answer all of the **Check Your Knowledge** questions at the bottom of each section (a box will pop up letting you know the correct response after you answer each question), and enter estimated dollar amounts where requested to help you better understand the loans you are borrowing. Select **Continue** at the bottom of each page.
9. Continue following the instructions listed in step 8 above, until you reach the final page of the Entrance Counseling session. When all sections are complete, you will select **Submit Counseling**.
10. You have now completed your **Entrance Counseling**. If you wish to proceed directly to completing your **Master Promissory Note (MPN)**, select the **MENU** option at the top right corner of the page, then **My Account** and **My Home Page**, and skip to step 4 on the reverse side of this page.

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How to complete a Master Promissory Note

Follow the instructions below to complete and sign a **Master Promissory Note (MPN)**:

1. Go to <https://studentloans.gov/>.
2. Select the blue **Log In** button on the top right hand side of the page.
3. Enter your **FSA ID** login information, and click **Log In**. (You must have created an FSA ID Username and Password in order to complete your MPN and Entrance Counseling.)
4. You are now on MY HOME PAGE of StudentLoans.gov. Under the "I want to" heading, select the third option titled **Complete Loan Agreement (Master Promissory Note)**.
5. Under the "Select the type of Direct Loan MPN you would like to preview or complete" heading, select **Start** next to the first option titled **MPN for Subsidized/Unsubsidized Loans**.
6. Under the "Borrower Information" heading, enter your personal information as requested.
7. Under the "School Information" heading, choose the **State of Washington**, locate **Northwest University**, and select **Continue**.
8. Under the "Reference Information" heading, enter the required reference information, and select **Continue**.
9. Review all of the information entered thus far (if corrections need to be made to any of the data entered, be sure to correct those entries prior to proceeding.) Once you have confirmed the accuracy of all data entered, select **Continue**.
10. Scroll down and **carefully review the terms and conditions** under each section of the MPN.
11. Once you reach the "Sign & Submit" heading, select the box indicating that you have thoroughly reviewed all of the information included in the MPN, and understand and agree to all of the terms and conditions, and enter your **E-signature** in the corresponding boxes (first name, middle initial, last name) and select **Sign & Submit**.
12. You have now completed your **Master Promissory Note (MPN)**. If you wish to proceed directly to completing your **Loan Entrance Counseling**, select the **MENU** option at the top right corner of the page, then **My Account** and **My Home Page**, and skip to **step 4** on the reverse side of this page.

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