

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://studentaid.gov/>.
2. Select the **Log In** button.
3. Enter your **FSA ID** login information and select **Log In** (you must have created an FSA ID Username and Password to complete entrance counseling).
4. If prompted, review and confirm your information and select the checkbox to agree to Federal Student Aid's Terms and Conditions.
5. Once successfully logged in, hover over the **Loans and Grants** menu item located at the top of the page and select **Loan Entrance Counseling** under the "Get a Loan" section.
6. Under "Select Your Student Status to Begin", select the **Start** button located next to the appropriate student status.
 - ✓ **I am an Undergraduate Student** → Select **Start** if you are enrolled in an Associate or Bachelor's degree program.
 - ✓ **I am a Graduate or Professional Student** → Select **Start** if you are enrolled in a Master's or Doctorate degree program.
7. Select **Continue** to begin your entrance counseling session.
8. Under "Let's Notify Your School", choose the **State of Washington** and locate **Northwest University**.
9. Confirm that **Northwest University** appears under the "School(s) You Selected to Notify" section and select **Continue**.
10. Select **Start** to begin the first entrance counseling module.
11. Carefully review all information provided, answer questions as prompted, and select **Continue** at the bottom of each page.
 - ✓ You will be asked a series of multiple choice questions throughout the counseling module to test your knowledge.
12. Continue this process until you have completed each section and reach the final page of the last entrance counseling module.
 - ✓ You may review and/or print a summary of what you learned during the entrance counseling session.
13. Once complete, select **Submit** to submit your completed entrance counseling to Northwest University.
14. You have now completed your **Loan Entrance Counseling**.
15. If you wish to also complete your **Master Promissory Note (MPN)**, follow the instructions listed 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://studentaid.gov/>.
2. Select the **Log In** button.
3. Enter your **FSA ID** login information and select **Log In** (you must have created an FSA ID Username and Password to complete an MPN). If you are a parent applying for a Parent PLUS Loan, you must log in with your own FSA ID to complete the PLUS MPN.
4. If prompted, review and confirm your information and select the checkbox to agree to Federal Student Aid's Terms and Conditions.
5. Once successfully logged in, hover over the **Loans and Grants** menu item located at the top of the page and select **Master Promissory Note (MPN)** under the "Get a Loan" section.
6. To determine which MPN you must complete, first locate your student status:
 - ✓ **I'm an Undergraduate Student** → Select **Start** if you are enrolled in an Associate or Bachelor's degree program.
 - ✓ **I'm a Graduate/Professional Student** → Choose **Select MPN Type** if you are enrolled in a Master's or Doctorate degree program, and then select **Start** next to the type of loan you wish to receive:
 - **MPN for Subsidized and Unsubsidized Loans** → Choose **Start** if you wish to receive an Unsubsidized Loan.
 - **MPN for Direct PLUS Loans** → Choose **Start** if you wish to receive a Graduate PLUS Loan.
 - ✓ **I'm a Parent of an Undergraduate Student** → Choose **Start** if you are the parent of a dependent undergraduate student.
7. Enter all requested borrower information and select **Continue** (if you are a parent applying for a PLUS Loan, enter your info here).
8. Under the "School Information" heading, choose the **State of Washington**, locate **Northwest University**, and select **Continue** (if you are a parent applying for a PLUS Loan, also enter your child's information in the Student Information section).
9. Under the "Reference Information" heading, enter the required reference information, and select **Continue**.
10. **Carefully review all certifications, authorizations, terms, and conditions** under each section of the MPN, then select **Continue**. The MPN is a legal document in which you promise to repay your loan(s) to the U.S. Department of Education.
11. **Review and confirm all information entered** (be sure to amend any incorrect entries prior to proceeding), then select **Continue**.
12. Once you reach the "Sign and 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 **Submit**.
13. You have now completed your **Master Promissory Note (MPN)**.
14. If you wish to also complete your **Loan Entrance Counseling**, follow the instructions listed on the reverse side of this page.

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