

FEDERAL DIRECT LOAN ENTRANCE COUNSELING & MPN INSTRUCTIONS

First-time Federal Direct Subsidized and/or Federal Unsubsidized Loan borrowers are required to complete an online Loan Entrance Counseling session and a Master Promissory Note (MPN) before the funds will be disbursed and credited to your student billing account. These instructions will provide you with information on the process, and guide you in completing your student loan requirements.

PLEASE NOTE:

- THESE REQUIREMENTS MUST BE COMPLETED BY THE STUDENT BORROWING THE LOAN, NOT THE PARENT(S).
- THESE INSTRUCTIONS ARE SPECIFICALLY FOR THE FEDERAL DIRECT LOANS ONLY.

COMPLETE YOUR ONLINE ENTRANCE COUNSELING SESSION

Students must understand the basic principles of the loans they are borrowing. Entrance Counseling provides you with comprehensive information on the terms and conditions of the loan you are about to receive, and your responsibility for repaying the loan. *The entrance counseling session will take 20-30 minutes to complete. You must complete the counseling in a single session. You cannot save a partially completed counseling session.*

1. Go to: www.studentaid.gov.
2. Hover over "Loans and Grants" and select "Loan Entrance Counseling" from under the "Get a Loan" section.
3. In the "I am an Undergraduate Student" box, select "Log in to Start."
4. Log in with your FSA ID and select "Start" to begin the session.
5. When you have finished the session, be sure to add Occidental as a school to notify of your completed Entrance Counseling.

Print or download the Counseling Verification page for your records. The Office of Financial Aid will receive an electronic confirmation within 24-hours.

SIGN YOUR MASTER PROMISSORY NOTE (MPN)

When you borrow money, you must repay the money loaned to you. The MPN is the legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. This document will also outline the legal obligations you have for repaying this money.

1. Go to: www.studentaid.gov.
2. Hover over "Loans and Grants" and select "Master Promissory Note (MPN)" from under the "Get a Loan" section.
3. In the "I am an Undergraduate Student" box, select "Log in to Start."
4. Log in with your FSA ID and complete the steps to sign your MPN.
5. When you have finished signing your MPN, be sure to add Occidental as the school to notify of your completed Entrance Counseling.

Print or download the signed Master Promissory Note for your records. The Office of Financial Aid will receive an electronic confirmation within 24 hours.

If you have questions regarding your loan, please feel free to contact the Office of Financial Aid by emailing finaid@oxy.edu or calling (323) 259-2548.

For help on the studentaid.gov website, contact the Student Loan Support Center at 1-800-433-3243.