

Virginia State University
 The Office of Student Financial Aid
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How to Complete Entrance Counseling and Master Promissory Note (MPN)

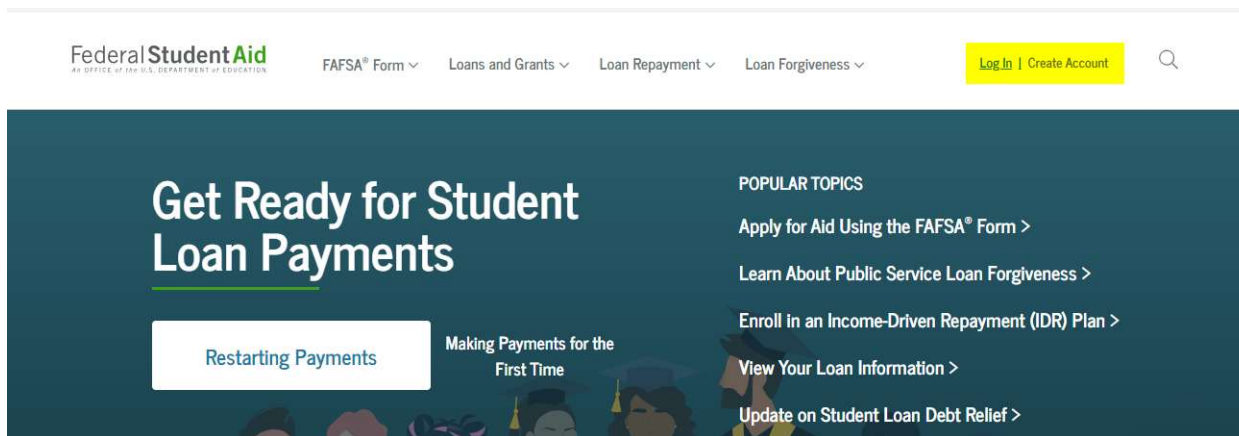
Students who accept federal student loans are required to complete Entrance Counseling and a Master Promissory Note (MPN) before loan funds can be disbursed. This ensures students understand their rights, responsibilities, and the terms and conditions of borrowing federal student loans.

Important Information

- All requirements MUST be completed at www.studentaid.gov using the **student’s FSA ID**.
- Failure to complete both Entrance Counseling and the MPN will delay the disbursement of federal student loan funds.

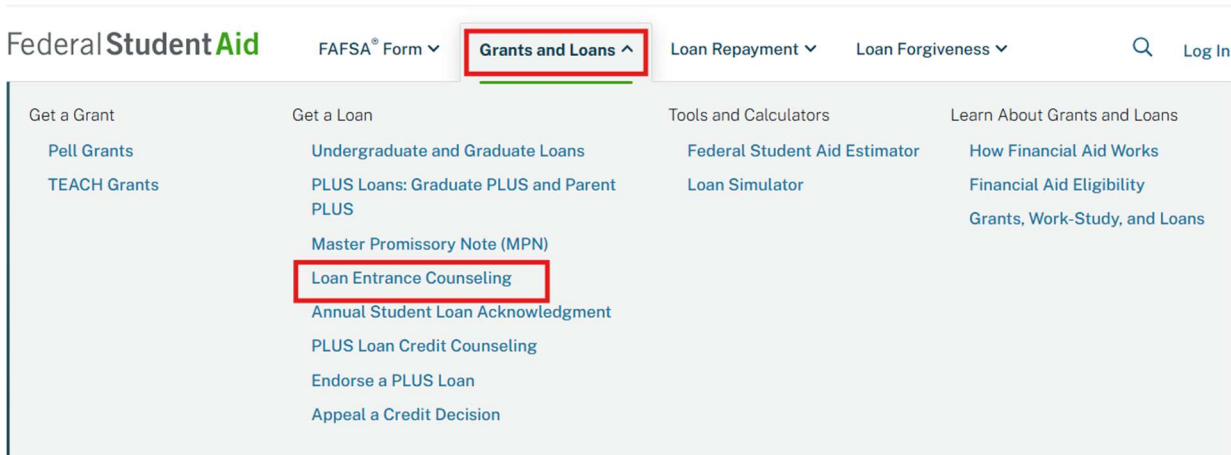
Step 1: Log-in to Studentaid.gov

Go to www.studentaid.gov and log in using the **student’s FSA ID**.



Step 2: Navigate to Loan Entrance Counseling

Select 'Loans and Grants', then 'Loan Entrance Counseling.' Confirm whether you are an undergraduate or graduate student when prompted.





I am an Undergraduate Student ?

Entrance counseling for undergraduate students is required if you have not previously received a Direct Subsidized Loan or a Direct Unsubsidized Loan.

You're an undergraduate student if you are enrolled in an undergraduate course of study that usually doesn't exceed four years and that leads to an undergraduate degree or certificate.

[Log in to Start](#)

[View Demo](#)



I am a Graduate or Professional Student ?

Entrance counseling for graduate or professional students is required if you have not previously received a Direct Unsubsidized Loan or Direct PLUS Loan.

You're a graduate or professional student if you are enrolled in a program or course above the bachelor's degree level (such as a master's degree or Ph.D. program) or who is enrolled in a program leading to a professional degree (for example, J.D. or M.D.).

[Log in to Start](#)

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Step 3: Complete each module in order.

Each module must be completed. These modules are designed to ensure students have a thorough understanding of their loan terms and conditions, responsibilities, and repayment options.

Step 4: Complete Quiz and Submit Counseling

There will be a short quiz at the end of the session that must be completed. Once you are done, review your answers and then click "Submit Counseling." You may save or print the confirmation page for your records. Please allow 24-48 hours for Virginia State University to receive your electronic confirmation from the Department of Education.

Step 5: Navigate to Master Promissory Note

Select 'Loans and Grants', then 'Master Promissory Note (MPN).' Confirm whether you are an undergraduate or graduate student when prompted. Log in, complete, and submit Master Promissory Note. (Please note: MPNs must be completed for each loan type being borrowed – Unsubsidized and Subsidized)

Federal StudentAid

FAFSA® Form ▾

Grants and Loans ▾

Loan Repayment ▾

Loan Forgiveness ▾



Log In | Create Account

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[TEACH Grants](#)

Get a Loan

[Undergraduate and Graduate Loans](#)

[PLUS Loans: Graduate PLUS and Parent PLUS](#)

[Master Promissory Note \(MPN\)](#)

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Choose the Direct Loan MPN you want to preview or complete



I'm an Undergraduate Student

MPN for Subsidized/Unsubsidized Loans

Use this MPN for Direct Subsidized Loans and Direct Unsubsidized Loans available to eligible undergraduate students. [Learn More](#)

Log In To Start

[View Demo](#)

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I'm a Graduate/Professional Student

PLUS MPN or MPN for Subsidized/Unsubsidized Loans for Graduate/Professional Students

Find and use the MPN that you need as a graduate or professional degree student to borrow federal student loans. Graduate/professional students can be eligible for Direct Unsubsidized Loans, Direct PLUS Loans, or both. You need to complete an MPN for each loan type you intend to receive. You should request Direct Unsubsidized Loans up to your full eligibility before borrowing Direct PLUS

Log In to Select MPN
Type

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What Happens Next?

VSU will process the Entrance Counseling and Master Promissory Note confirmations from the Department of Education. Please allow up to three (3) business days for an update to the student's Banner Account. Please Note: During peak processing times, it may take up to five (5) business days for processing.