



Completing Entrance Counseling and Promissory Notes for Federal Loans

In order for your Federal Direct Loan(s) and, if awarded, the Perkins Loan to disburse to your student account, you need to sign your promissory notes for each and complete loan entrance counseling. Our records show you still need to complete the following:

Check:



Direct Loan Master Prom Note

To sign your Federal Direct Loan Promissory Note:

- go to www.valpo.edu/financialaid
- scroll to the bottom and click on **Loan Counseling/Master Promissory Note**
- after reading the instructions, scroll to the bottom and click on **Sign Your Promissory Note**
- On the next page, below the prom note instructions, you should click on **Complete the Electronic Master Promissory Note**, which will link you to the Federal Direct Loan Master Prom Note page.
- Click on **Complete New MPN for Students**
- On the next page, select the prom note for the loan(s) you are borrowing. Graduate students who are borrowing both the Subsidized/Unsubsidized and the GradPLUS loans will need to complete both prom notes.
- Complete the promissory note, following the instructions provided.

Please note that you will need your Federal PIN number to complete the prom note(s). This is the same PIN that you used for to complete your FAFSA.



Direct Loan Entrance Counseling

To complete Direct Loan Entrance Counseling:

- go to www.valpo.edu/financialaid
- scroll to bottom and click on **Loan Counseling/Master Promissory Note**
- after reading the instructions, scroll to bottom and click on **Complete Entrance Counseling**, and do the same on the following page.
- This will link you to the Federal Student Aid Loan Counseling page. (Note that you may receive a "Certificate Warning" page when you go to this site. You may ignore the warning and proceed to the site.)
- In the box labeled **Entrance Counseling**, click on the **Go** box to begin entrance counseling.
- At the end of the process, print the rights and responsibilities page as your documentation that you successfully completed entrance counseling.



Perkins Loan Master Promissory Note and Entrance Counseling

To sign your Perkins Loan Prom Note:

- go to www.signmyloan.com
- click on **Review and Sign Your Loan in the FOR STUDENTS** box
- after reading the instructions on the following page, click on **Continue** to complete the promissory note and entrance counseling requirements for the Perkins Loan

Please note that you will need your Federal PIN number to complete the prom note(s). This is the same PIN that you used for to complete your FAFSA.

Once the above steps are completed, we should receive the signed promissory notes and entrance counseling confirmation within 3 business days and your funds should be disbursed. Please complete these steps promptly as accounts with an unpaid balance are subject to a finance charge as well as holds on pre-registration, grades and transcripts.

Questions? Please call the Financial Aid Office at 464.5015, send an email to Finaid@Valpo.edu, or stop by our office on the lower level of Kretzmann Hall.