



Office of Financial Aid
50 Sunset Lane
Paxton, MA 01612
Phone: (508) 849-3366 **Fax:** (508) 849-3735
Email: financialaid@annamaria.edu

Federal Direct Stafford Loan Online Entrance Counseling Instructions

Congratulations! You have been awarded a Federal Direct Stafford Loan as part of your Financial Aid award for Anna Maria College. The Department of Education requires the student to complete an Entrance Counseling and a Master Promissory Note *BEFORE* any funds can be paid.

To complete the Federal Direct Stafford Loan Online Entrance Counseling:

1. Go to <https://studentaid.gov>.
If you do not have a FSA user ID, then click on the top right in blue, "Create an FSA User ID." You may have to wait 24-72 hours to receive your official login information.
2. Once you receive your verification for your FSA User ID, log back into <https://studentaid.gov> and click on the green "Sign In" button.
3. Enter student information.
4. After signing in, verify that the personal information matches the student information.
5. Click on "Complete Loan Counseling".
6. Select "Entrance Counseling" from the list and click "Start."
7. Choose the first option "I am completing entrance counseling in order to receive loans as an undergraduate student."
8. Click "Continue".
9. Choose Anna Maria College as one of the schools to receive results.
10. Go through all the steps and complete the quiz at the end.
11. Review everything and click "Submit".

After clicking "Submit" you will be brought to a screen where you can print a confirmation that you completed the counseling. The Financial Aid Office will receive notification electronically, but you may contact us via phone or email once it is completed. After you have completed the Online Entrance Counseling, the student must complete the Master Promissory Note. For those instruction, **please see next page.**



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Federal Stafford Loan Master Promissory Note Instructions

Once the Online Entrance Counseling is completed, please complete the Federal Direct Stafford Loan Master Promissory Note:

1. Go to <https://studentaid.gov>.
If you do not have a FSA user ID, then click on the top right in blue, "Create an FSA User ID." You may have to wait 24-72 hours to receive your official login information.
2. Once you receive your verification for your FSA User ID, log back into <https://studentaid.gov> and click on the green "Sign In" button.
3. Enter student information.
4. After signing in, verify that the personal information matches the student information.
5. Hover over Loans and Grants, and then select Master Promissory note from list, select that you are an Undergraduate.
6. Choose the "Subsidized/Unsubsidized" promissory note from the list.
7. Enter all student information and school information before clicking "Continue".
8. Enter two references (one may be a parent, the other can be a parent, but must live at a separate address). You can use a friend, relative, teacher, etc., so long as they are aware you are using them as a reference.
9. Review the Terms and Conditions.
10. Review all the information and make corrections if necessary.
11. Click on the checkbox that your signature certifies you have read and agree.
12. Review the Promissory Note one final time and click "Submit".

After clicking "Submit" you will be brought to a screen where you can print the completed Promissory Note. You should also receive an email confirmation that the MPN was completed successfully. The Financial Aid Office will receive notification electronically, but you may contact us via phone or email once it is completed.

You are only required to complete the Entrance Counseling and Master Promissory Note the first time you accept Federal Stafford Loans. Because it is a Master Promissory Note, there are no figures showing what you borrowed so it is important for you to keep your Financial Aid award letter from year to year to track the total amount you borrow.

Congratulations! You have completed the process.