



FEDERAL DIRECT LOAN ENTRANCE COUNSELING & MPN INSTRUCTIONS

These instructions will guide you in completing your Entrance Counseling and Master Promissory Note (MPN) for your Federal Direct Subsidized or Unsubsidized Loan. You will need your FSA ID available at: <https://fsaid.ed.gov>. These requirements must be completed by the student borrowing the loan, not the parent.

COMPLETE ONLINE ENTRANCE COUNSELING

Borrowing money to pay for college is an important responsibility. Before you take out a student loan, you must understand the basic principles of borrowing, including your rights and responsibilities. At ArtCenter College of Design this counseling is conducted online so you can focus on the important aspects of funding your education with a student loan.

1. Go to: www.studentloans.gov.
2. Click on the green “Log In” button and log in with your FSA ID.
3. Once you have logged-in, click on “Complete Counseling.”
4. Under “Entrance Counseling” click “Start Entrance Counseling.”
5. Print the Counseling Verification page for your own records. The Financial Aid Office will receive an electronic confirmation within 24-hours.

SIGN YOUR MASTER PROMISSORY NOTE

When you borrow money, you must make a promise to repay the money loaned to you. You do this by signing a promissory note (MPN). This document will outline the legal obligations you have for repaying this money.

1. Go to: www.studentloans.gov.
2. Click on the green “Log In” button and log in with your FSA ID.
3. Once you have logged-in, choose the option “Complete Master Promissory Note.”
4. Choose the “Subsidized/Unsubsidized” loan option then follow the directions to complete the promissory note.
5. Print or download the signed Master Promissory Note for own your records. The Financial Aid Office will automatically receive an electronic confirmation within 24-hours.

HELPFUL INFORMATION

For help on the studentloans.gov website, contact the Student Loan Support Center at 1-800-557-7394.

If you have other questions regarding your loan, please feel free to contact the Financial Aid Office via e-mail at finaid@artcenter.edu or by phone (626) 396-2215.