

DIRECT LOAN ENTRANCE COUNSELING FORM INSTRUCTIONS:

Step 1. Go to www.studentloans.gov, Click on log in, log in with FSA ID and Password.



You must sign into studentloans.gov using your Federal Student Aid (FSA) ID

Get an FSA ID at FSAID.ED.GOV. **Note:** If this is the first time you've created an FSA ID, the FSA ID will be available in 1-3 business days after the US Department of Education verifies your information with the Social Security Administration.

Step 2. Once logged in, select "Complete Counseling".

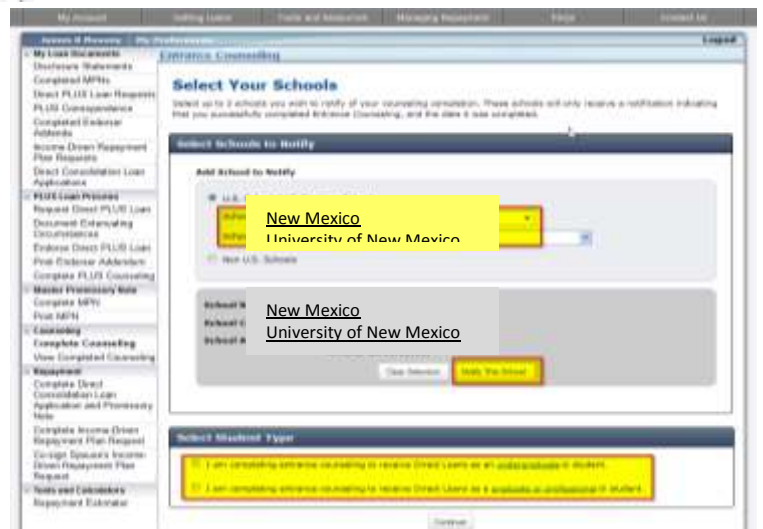
Step 3. Then click on "Entrance Counseling".



Step 4. "Select Schools to Notify":

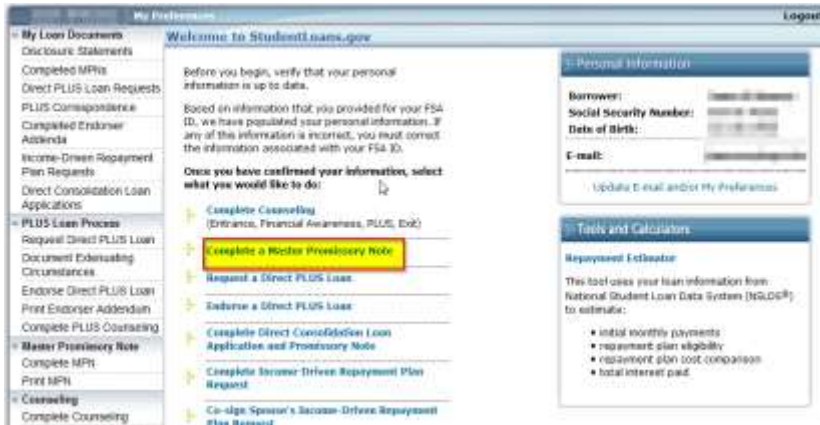
- Select "New Mexico" as the School State, and
- "University of New Mexico" as the School Name, which automatically populates the school information.
- Click on "Notify this School", and
- Under "Select Student Type", indicate whether you are completing entrance counseling to receive Direct Loans as an undergraduate student or a graduate/professional student. Click "Continue"

Step 5. Read all the loan information provided throughout the counseling process, provide any requested information, and answer all review questions. After you have completed the Entrance Counseling on StudentLoans.gov, make sure you follow the step-by-step instructions for the Master Promissory Note also completed on StudentLoans.gov. Failure to properly complete all required documents will prevent loan disbursement. The U.S. Department of Education will provide your completion status to the UNM Financial Aid Office within 2-3 business days.



DIRECT LOAN MASTER PROMISSORY NOTE (MPN) INSTRUCTIONS:

Step 1. Sign into studentloans.gov using Federal Student Aid (FSA) ID.



You must sign into studentloans.gov using your Federal Student Aid (FSA) ID if completing the Subsidized/Unsubsidized MPN or the Graduate PLUS MPN. Borrowing parents must use their own FSA ID to complete the Parent PLUS MPN.

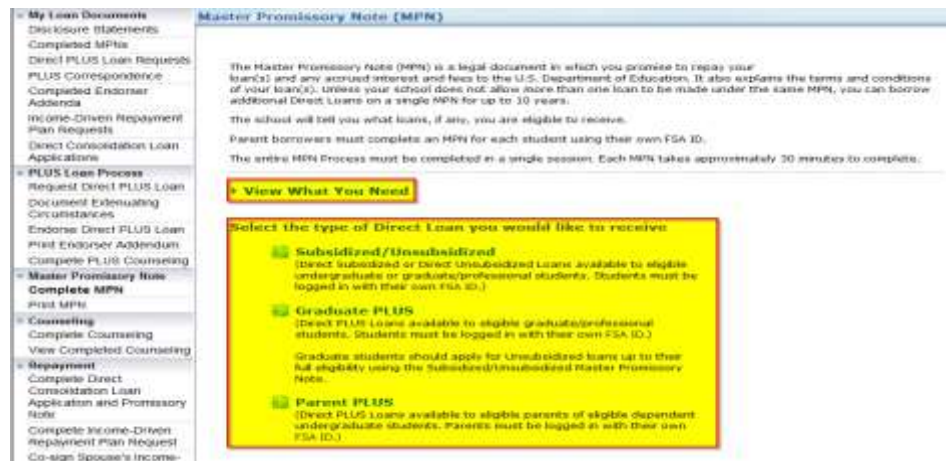
Step 2. Once logged in, select "Complete a Master Promissory Note".

Step 3.

Click on "View What You Need" to review the information you will need to have readily available in order to complete the applicable Master Promissory Note (MPN).

Select the type of MPN you are completing in this session.

- An undergraduate student will select "Subsidized/Unsubsidized".
- Parents borrowing a Parent PLUS loan for their dependent student will select "Parent PLUS"
- Graduate students borrowing **only** an unsubsidized loan will select "Subsidized/Unsubsidized". Graduate students borrowing a graduate PLUS loan will need to complete a Graduate PLUS MPN as well. Select "Graduate PLUS" to complete this MPN.



Step 4. Proceed with providing all the requested MPN information. After you have completed the applicable MPN(s) on StudentLoans.gov, make sure you follow the step-by-step instructions for "Entrance Counseling", also completed on StudentLoans.gov. Failure to properly complete all required documents will prevent loan disbursement. The U.S. Department of Education will provide your completion status to the UNM Financial Aid Office within 2-3 business days.

Note: In addition to completing both the Direct Loan Entrance Counseling and the Master Promissory Note you must also have a complete file with the UNM Financial Aid Office. To check if you have unsatisfied requirements please use [Loboweb](#). For instructions on how to check your file please [click here](#).