

Direct Loan Next Steps

Loan Entrance Counseling Instructions

1. Go to www.studentloans.gov.
2. Click on “log in” (You will need your FSA User ID and password).
3. You are now on the “My Home Page”. Under the section “ I Want to:” click on “Complete Loan Counseling” (Entrance)
4. Look for Entrance Counseling and click on “START”
5. Choose Loan Counseling Type. Select Entrance Counseling. You are now on the “Notify these Schools” page. Under “Select Schools to Notify” pick “Pacific Northwest College of Art”
6. The School Code (003207) and school address will populate. Click on “Add School.” Under “Select Student Type” indicate if you are an undergraduate or graduate student. Click on “Notify School” and then click on “Continue”.
7. Choose Undergraduate or Graduate Student (Depending on the program you are enrolled in). Then answer the Entrance Counseling questions until it has prompted you to complete the counseling.
8. You have now completed your Entrance Counseling for your Direct Loan. You may print or download your completed Counseling Verification page to keep for your records.

The school will be notified within 48 hours of your completed counseling.

Master Promissory Note Instructions for Students

Federal Direct Stafford Loans (Subsidized and Unsubsidized) are fixed-rate student loans. These are the most common student loans, and one of the lowest-cost ways to pay for school. In order to be eligible for Federal Direct Loans, students must:

- File a Free Application for Federal Student Aid (FAFSA) www.fafsa.ed.gov
 - Be enrolled at least half time (6 credits per semester) for Undergraduate Students and (5 credits per semester) for Graduate Students
 - Be a U.S. Citizen or eligible non-citizen
 - Maintain Satisfactory Academic Progress as established by the college
 - No default status on a student loan or owed repayment on any grant funds
 - Complete Loan Entrance Counseling
 - Submit all verification documents required by the Office of Financial Aid
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Master Promissory Note Instructions

1. Go to www.studentloans.gov
2. You must now complete a Master Promissory Note (MPN). On the “My Home Page”, under “I Want To” click on “Complete Loan Agreement (Master Promissory Note)”
3. You are now on the “Master Promissory Note (MPN)” page. Click on “MPN for Subsidized/Unsubsidized Loans”
4. “(STEP 1) – Borrower Information” page. Enter your personal information in the fields provided. For “School State” select “OREGON.” For “School Name” select “Pacific Northwest College of Art and school address will populate. Click on “Continue”.
5. “(STEP 2) – References” page. Enter the information for your two references in all required fields. NOTE: Your references must have different addresses and telephone numbers from each other, and they must have addresses within the U.S. Enter optional information if it is available. Click on “Continue”.
6. “(STEP 3) – Review and Edit” page. Review all the information. If the information is incorrect, click on “Edit” for the desired section. Click on “Continue”
7. “(STEP 4) – Sign & Submit” page. Sign your MPN by entering your name in the appropriate fields. Click on “Sign.”. When you are ready to submit your MPN for the Direct Subsidized/Unsubsidized Loan click on “Continue.”
8. You have now submitted your MPN for the Direct Subsidized/Unsubsidized Loan.
 - a. You may view or download the PDF version of your completed MPN to retain a copy for your personal financial aid record. You are not finished with your loan application. You may log out.
 - b. The school will receive the information within 48 hours. If you provided an email address during the application process, a confirmation email will be sent to you.