

Annual Student Loan Acknowledgement Instructions

1. Go to <https://studentaid.gov>
 2. Log in using your **FSA ID or Email Address and your Password**
 3. Select “Complete **Annual Student Loan Acknowledgement**”
 4. Click on “**Start**”
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Loan Entrance Counseling Instructions

1. Go to <https://studentaid.gov/>
2. Log in using your **FSA ID or Email Address and your Password**
3. Select “**Complete Loan Counseling**”
4. Click Start on **Entrance Counseling**
5. For school Information Select “U.S Schools”
 - a. For the state Select **CA**
 - b. input **Mount Saint Mary's University (G01243)**
6. Click “notify school”
7. Select the appropriate Student Type (Undergraduate or Graduate)
8. Answer the questions thoroughly
9. At the end click “Submit Counseling”
10. (You will receive an email from studentloans.gov once submitted successfully)
11. You have now completed the Entrance Loan Counseling and MSMU will be notified within 24-48 Hours.
12. If you have not completed the Master Promissory Note please follow the instructions in the opposite page

Master Promissory Note Instructions

1. Go to <https://studentaid.gov>
2. Log in using your **FSA ID or Email Address and your Password**
3. Select Complete Loan Agreement (Master Promissory Note)
4. Click on the appropriate **MPN (Undergraduate or Graduate)**
5. Input the information requested
6. For school Information Select “U.S Schools”
 - a. For the state Select **CA**
 - b. input **Mount Saint Mary’s University**
7. Input Reference Information
8. At the end click “Sign and Submit”

(You will receive an email from studentloans.gov once submitted successfully)
9. You have now completed the Master Promissory Note and MSMU will be notified within 24-48 Hours.
10. If you have not completed the Entrance Loan Counseling please follow the instructions in the opposite page

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 units per semester) for Undergraduate Students and (3 units per semester) for Graduate Students
- Maintain Satisfactory Academic Progress as established by the University
- No default status on a student loan or owed repayment on any grant funds
- Submit all verification documents required by the Financial Aid Office

For loan inquiries please email financialaidloans@msmu.edu