



# OXY FINANCIAL AID FEDERAL DIRECT LOAN ENTRANCE COUNSELING & MPN INSTRUCTIONS

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These instructions will guide you in completing your Entrance Counseling and Master Promissory Note (MPN) for your **Federal Direct Subsidized Loan** and/or your **Federal Direct Unsubsidized Loan** only. You will need your FAFSA PIN. If you do not know your FAFSA PIN, you may go to [www.pin.ed.gov](http://www.pin.ed.gov) to “request a duplicate pin.” **These requirements must be completed by the student borrowing the loan, not the parent(s).**

## STEP 1: COMPLETE YOUR 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 Occidental College 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](http://www.studentloans.gov)
2. Click on the green “Sign In” button.
3. Once you have signed-in, click on “Complete Entrance Counseling” on the left side of the screen.
4. You may print the Counseling Verification page for your records. The Financial Aid Office will receive notice of completion electronically.

## STEP 2: SIGN YOUR MASTER PROMISSORY NOTE ONLINE

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

1. Go to: [www.studentloans.gov](http://www.studentloans.gov)
2. Click on the green “Sign In” button.
2. Once you have signed-in, choose the option to complete the Master Promissory Note.
3. Choose the Subsidized/Unsubsidized loan option, then follow the directions to complete the promissory note.
4. You may print or download the signed Master Promissory Note for your records. The Financial Aid Office will receive notice of completion electronically.

## HELPFUL INFORMATION:

- If you would like to **cancel** all or part of your loan for the 2011-2012 academic year, please complete an Award Change Request form, available online at: <http://www.oxy.edu/forms.xml>
- If you have questions regarding your loan, please feel free to contact the Financial Aid Office via e-mail [finaid@oxy.edu](mailto:finaid@oxy.edu) or by phone (323) 259-2548.