



ONLINE MASTER PROMISSORY NOTE (MPN) and LOAN ENTRANCE COUNSELING GUIDE FOR STUDENT LOAN BORROWERS

In response to your acceptance of a Federal Direct Student Loan, Financial Aid & Scholarships provides the following information to expedite your student loan application.

SECTION 1: Your Student Loan Decision

You are borrowing Direct Subsidized and/or Direct Unsubsidized Loans to help you finance your education. The U.S. Department of Education requires you to complete a Master Promissory Note (MPN) and Direct Loan Entrance Counseling to finalize your loan acceptance. A **Notice of Loan Disclosure** will be sent to you outlining the type of loan, the amount of loan, and the anticipated disbursement dates associated with your MPN. We strongly encourage you to keep all disclosure statements.

There is no loan amount shown on your *Online Master Promissory Note*. By electronically signing the MPN, you are authorizing UNLV to credit your tuition and fee account with the amount of Federal Direct Loan funds you accepted on your Award Confirmation online or other written statement. Please refer to your Award Confirmation and other documents for the amount you are borrowing.

You have a strong influence over the amount you borrow. You may elect to reduce or cancel the amount of loan you want to borrow by submitting a signed statement to Financial Aid & Scholarships and, if appropriate, by returning funds to UNLV.

SECTION 2: Your Preparation For Sections 3 and 4

The Federal Student Aid PIN is the personal identification number that serves as your electronic signature or access code to Federal Student Aid web sites. If you have misplaced your PIN, please visit the U.S. Department of Education's PIN site at www.pin.ed.gov to obtain another PIN.

To complete your MPN online, you will be asked to provide your full legal name, address, school name and social security number. Additional information will include your permanent address, driver's license number and state, email address, and telephone number. You will also be asked to provide the names, complete addresses, and telephone numbers of two references who have known you for at least three years. One reference should be a parent or legal guardian. UNLV's Federal School Code is 002569.

SECTION 3: Your Federal Student Loan Online Entrance Counseling

Federal regulations require you to complete student loan entrance counseling if you are receiving a federal student loan for the first time as a UNLV student. The loan counseling will help you understand your rights and responsibilities as a student loan borrower and provide information and terms to help you make the right choices.

Online Loan Entrance Counseling and the Online Master Promissory Note (MPN) must be completed before your federal student loan funds will be released for payment to your tuition and fee account.

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- STEP 1** ON THE WEB:
- Go to <http://finaid.unlv.edu>
 - Click on **Loans** in the left hand column
 - Under Related Links on the far right, click on **Entrance Loan Counseling**
 - Read through and click on **Visit the Direct Loan Website**
 - Click on **Entrance & Exit Counseling**
- STEP 2** Make sure you are completing the **Entrance Counseling**. Select 'GO'
Choose **Stafford Loan** and click on **Tutorial and Quiz** to begin your session.
- **Make sure you enter only Las Vegas when asked for the school you are attending and select University of Nevada Las Vegas from the schools listed. Otherwise, we will not receive the completion notification.****
- STEP 3** **No paper is needed:** When you have successfully completed the online counseling, Financial Aid & Scholarships will retrieve an electronic confirmation and update your financial aid information. There is no need to submit a paper confirmation to UNLV Financial Aid & Scholarships.
- STEP 4** **OPTIONAL:** You may print a copy of the student borrower's **Rights & Responsibilities Checklist** for your personal information.
- STEP 5** **Your Federal student loan funds will not be released for payment until you have completed both the Online Entrance Counseling and the Online Master Promissory Note.**

SECTION 4: Your Online Master Promissory Note (MPN)

Complete your MPN easily and conveniently online. This service was developed for you to expedite your student loan funds. **Important:** You will need your Federal PIN Number.

- STEP 1** ON THE WEB:
- Go to <http://finaid.unlv.edu>
 - Click on **Loans** in the left hand column
 - Under Related Links on the far right, click on **Master Promissory Note**
 - Select **Subsidized or Unsubsidized Loan Recipients**
 - Under **Get Your Master Promissory Note (MPN)** select number 1: Visit the Direct Loan Master Promissory Note **website**
- STEP 3** Select **What To Expect** (left screen options) and print this page to assist you with collecting the required information before starting the electronic MPN process.
- STEP 4** Select **Complete New MPN For Student Loans** (left screen options).
Follow the instructions and complete your online MPN. You will need to provide the names, complete addresses, and telephone numbers of two references who have known you for at least three years.
- STEP 5** **NO PAPER NEEDED:** Review, sign, and confirm your MPN.
UNLV Financial Aid & Scholarships will retrieve electronic confirmation and update your Direct Student Loan MPN information. There is no need to submit paper confirmation to UNLV Financial Aid & Scholarships.
- STEP 6** **OPTIONAL:** You may print a copy of your MPN for your records.