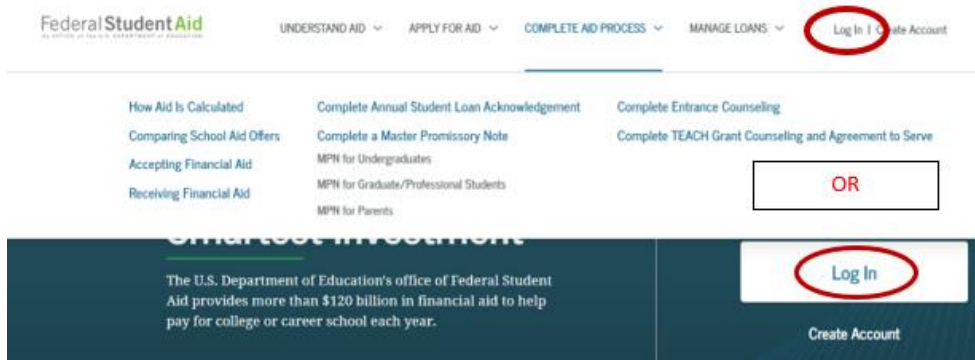




## HOW TO COMPLETE YOUR 2 FEDERAL STUDENT LOAN DOCUMENTS

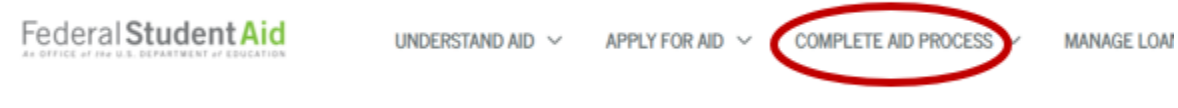
These instructions are for the student who is will be receiving the loan. *Only the student* should complete these documents.

Log onto <https://studentaid.gov> with your own (student) FSA ID.



After you are logged in, you will be at your Home Page.

You will want to “Complete Aid Process” – the third choice at the top of the page.



Choose “Complete Entrance Counseling.”

Go ahead and hit the [blue START button!](#) 😊



Add Missouri Baptist University as the school you wish to notify by choosing Missouri from the “Choose a State” dropdown menu on the left-hand side of the page.

Select School to Notify

U.S. Schools/U.S. Territory Schools

Non U.S. Schools

Choose a state:

- Select -

Then you can select or type Missouri Baptist.

Choose a state:

MISSOURI

Search school by name:

Missouri Bap

MISSOURI BAPTIST UNIVERSITY

Hit the [blue button](#) to send your counseling to us.



Next, select that you are completing Entrance Counseling as an undergraduate (the first choice).

## Select Student Type

- I am completing entrance counseling to receive Direct Loans as an undergraduate [?](#) student.

You are now ready to begin! Read through the material – it’s all good information for you. You will be asked periodically to answer a “Check Your Knowledge” question.

**Check Your Knowledge**

As of today, how much do you owe in student loans?

[CHECK ANSWER](#)

You must answer these correctly before you can proceed.

**Needed Information:** You will want your Financial Aid Letter to answer the questions about available aid.



...through the screens until you have completed the counseling session.

After you have submitted your counseling, it's on to the Loan Agreement!

This time, you want to select **Complete a Loan Agreement** (which is also known as a **Master Promissory Note**).

Make sure you select the top type of MPN, the one for Subsidized/Unsubsidized Loans.

### Select the type of Direct Loan MPN

#### **MPN for Subsidized/Unsubsidized Loans**

Again, you will hit the [blue Start button](#).



Enter all the fields, continuing through the screens.

**Needed Information:** You will be asked for 2 references, and only one can be a parent.

Make sure to sign and submit, and you're finished. We will get notification that you have completed the documents.