



LOAN ENTRANCE COUNSELING AND MPN INSTRUCTIONS 2022-23

Federal regulations require that all students complete Loan Entrance Counseling and a Master Promissory Note (MPN) before any Direct Loan funds can be disbursed to their student accounts.

Please follow the instructions below to complete both your required Loan Entrance Counseling and MPN online. Alternatively, there is a link to this federal website on the Financial Aid Forms page on the UT Web site (www.ut.edu/financialaid/forms).

Go to the <https://studentaid.gov> website. Click “Log In” and sign in with **your** FSA ID. Do not use your parents FSA ID.

➤ **Loan Entrance Counseling**

1. Once logged in, click on “Complete Aid Process”
2. Select “Complete Entrance Counseling” and select “Start” to begin
3. Follow the on-screen instructions to guide you through the loan information.
4. Print the confirmation page for your records.

NOTE: There will be quiz questions at the end of each section, so read each page carefully. The questions verify that you have read the material provided and that you understand the information.

The University of Tampa will receive electronic confirmation that your loan entrance counseling is complete, and your account will be updated, typically within a week.

➤ **Master Promissory Note (MPN)**

1. Once logged in, click on “Complete Aid Process”
2. Select “Sign Loan Agreement - Complete a Master Promissory Note (MPN)”
3. Select if you are an “Undergraduate Student – *for Subsidized/Unsubsidized Loans*” or
4. “Graduate or Professional Student – *PLUS MPN or MPN for Subsidized/Unsubsidized Loans for Graduate/Professional Students*”
5. Follow the on-screen instructions to fill out and e-sign your MPN

The University of Tampa will receive electronic confirmation that your MPN is complete, and your account will be updated, typically within a week.

If you have any questions, please contact the Financial Aid office.