Instructions for completing Federal Loan Counseling, Master Promissory Notes and PLUS Application processes.

All Students:

A) Please review the Federal Loan Comparison Chart and Enrollment Status information provided at this website– https://sfs.wustl.edu/Pages/Graduate-Loan-Requirements.aspx

B) Click on www.studentloans.gov and select the green button to sign in with your FSA log-in and password. This will take you to MY HOME PAGE.

Note: If you do not have your FSA log-in (follow the directions to create and account and link your past PIN to your newly created FSA account)

Entering Students:

1. On MY HOME PAGE, under the I want to column: Select Complete Loan Counseling and then choose “Entrance Counseling.” Click on the START button to begin the loan counseling. Once this step has been completed, on the top right hand side of the page, select MENU, My Account, My Home page to return to MY HOME PAGE.

2. Continuing down the list under I want to: select Complete Loan Agreement (Master Promissory Note)

• On the middle of the page you will see MPN for Subsidized/Unsubsidized Loans. Click on the START button complete a Subsidized/Unsubsidized Master Promissory Note. Click on the START button to begin the promissory note. Once this step has been completed, on the top right hand side of the page, select MENU, My Account, My Home page to return to MY HOME PAGE.

• (If awarded a PLUS loan) On the middle of the page you will see PLUS MPN for Graduate/Professional Students. Click on the START button to begin the promissory note. Once this step has been completed, on the top right hand side of the page, select MENU, My Account, My Home page to return to MY HOME PAGE.

3. (If awarded a PLUS loan) On the center column under I want to: Select Apply for a Direct PLUS Loan, Then select Direct PLUS Loan Application of Graduate/Professional Students as your loan type and click the START button. When prompted, please use the following answers:
   - Under Award Year, select 2019-2020
   - Under Loan Amount Requested, select either “The School’s Cost of Attendance” or type in the dollar amount accepted on your award notification.
   - Under Loan period, please choose one of the following:
     • Summer period- May 2019 - August 2019
     • Fall/Spring combination period- August 2019 -May 2020
     • Fall period only- August 2019- December 2019.
     • Spring period only- January 2020 - May 2020.

Returning Students:

1. On MY HOME PAGE, under the I want to column: Click on View my Documents, and then Filter By: for each of the following items:
   - Loan Counseling
   - Subsidized/Unsubsidized MPN
   - PLUS MPN for Graduate Professional Students (If awarded PLUS Loans)

2. If any of these items are not on file, please see Steps 1 & 2 listed above (under Entering Students) to complete any required online documentation at MY HOME PAGE.

3. (If awarded a PLUS loan) At MY HOME PAGE, on the center column under I want to: Select Apply for a Direct PLUS Loan, Then select Direct PLUS Loan Application of Graduate/Professional Students as your loan type and click the START button. Additional instructions for this item can be found above on step 3.