

FINANCIAL AID OFFICE

Guide to Complete Entrance
Counseling and Master
Promissory Note|MPN

Entrance Counseling

1. You will need to access the following link
<https://studentaid.gov/>
2. You will need to place your cursor on “Loans and Grants”
3. Select the option “Loan Entrance Counseling”.

The screenshot shows the Federal Student Aid website interface. At the top, there is a header with the text "An official website of the United States government." and navigation links for "Help Center", "Submit a Complaint", and "English | Español". Below this, the "Federal Student Aid" logo is displayed, along with the text "AN OFFICE OF THE U.S. DEPARTMENT OF EDUCATION". The main navigation menu includes "FAFSA® Form", "Loans and Grants", "Loan Repayment", and "Loan Forgiveness". A blue arrow points to the "Loans and Grants" menu item. Below the navigation menu, there is a grid of links. The "Loan Entrance Counseling" link is circled in blue. Other links in the grid include "Get a Loan", "Get a Grant", "Tools and Calculators", "Learn About Loans and Grants", "Undergraduate and Graduate Loans", "Pell Grants", "Federal Student Aid Estimator", "How Financial Aid Works", "PLUS Loans: Grad PLUS and Parent PLUS", "TEACH Grants", "Loan Simulator", "Financial Aid Eligibility", "Loans, Grants, and Work-Study", "Master Promissory Note (MPN)", "Annual Student Loan Acknowledgment", "PLUS Credit Counseling", "Endorse a PLUS Loan", and "Appeal a Credit Decision". At the bottom of the screenshot, there is a banner with four columns: "Considering School" (I'm thinking about going to college or a career school.), "In School" (I'm in the process of earning a degree or certificate.), "Parent" (I want to help my child pay for college.), and "In Repayment" (I have loans I need to repay.).

Select Your Student Status to Begin

Your school may have different entrance counseling requirements. Check with your school's financial aid office to be sure that the counseling on this Web site satisfies your school's entrance counseling requirements.

If your school requires you to complete and return a written entrance counseling document, download [Entrance Counseling PDF](#)



I am an Undergraduate Student [?]

Entrance counseling for undergraduate students is required if you have not previously received a Direct Subsidized Loan or a Direct Unsubsidized Loan.

You're an undergraduate student if you are enrolled in an undergraduate course of study that usually doesn't exceed four years and that leads to an undergraduate degree or certificate.

Undergraduate
students

Log in to Start

[View Demo](#)



I am a Graduate or Professional Student [?]

Entrance counseling for graduate or professional students is required if you have not previously received a Direct Unsubsidized Loan or Direct PLUS Loan.

You're a graduate or professional student if you are enrolled in a program or course above the bachelor's degree level (such as a master's degree or Ph.D. program) or who is enrolled in a program leading to a professional degree (for example, J.D. or M.D.).

Graduate
students

Log in to Start

[View Demo](#)



After choosing the student status, you must enter your credentials. The credentials are the same one you use to complete the FAFSA.

Log In

FSA ID Username, Email, or Phone

Password

[Show Password](#)

Log In

[Forgot My Username](#)

[Forgot My Password](#)

Don't have an account? [Create an Account](#)

[Help Me Log In to My Account](#)

After validating and confirming your data, you will be able to see the Entrance Counseling and the estimated time to complete it.

You will need to press “continue”.

Entrance Counseling Overview

🕒 20 - 30 Minutes

Entrance Counseling is required for students who have not previously received a subsidized/unsubsidized loan or PLUS loan (graduate/professional students only) under the Direct Loan Program [?](#) or Federal Family Education Loan (FFEL) Program [?](#).

What You'll Learn and Do in Entrance Counseling



Notify Your School

Select the school(s) you'd like to notify of your counseling completion. If you'll be transferring schools, be sure to add those too.



Learn What School Costs and How to Pay for It

Understand what your education will cost and the options available to cover those costs, including borrowing federal student loans.



Prepare for Successful Repayment

Understand your repayment obligation and what it means to take out a federal student loan.



Check Your Skills

Review what you've learned with a few short knowledge checks.



Exit

Continue

Let's Notify Your School

Select up to three schools you want to notify of your entrance counseling completion.

Search School

Find the school that should be notified when you've completed entrance counseling.

My Schools

You must write "Puerto Rico" and choose it.

Choose a State

Search School By Name

I want to select one of my schools on record instead

School(s) You Selected to Notify

The school(s) you selected below will only receive notification that you successfully completed entrance counseling and the date it was completed.



You have not selected any school to notify.

You must write "Pontifical Catholic University" and choose it..

Previous

Continue

Let's Notify Your School

Select up to three schools you want to notify of your entrance counseling completion.

Choose a School From Your Account

Our records show you've attended the following school(s).



We don't have any schools for you on record.

I want to search for a school instead

Previous

School(s) You Selected to Notify

The school(s) you selected below will only receive notification that you successfully completed entrance counseling and the date it was completed.

PONTIFICAL CATHOLIC UNIVERSITY OF PUERTO RICO (THE)
2250 BOULEVARD LUIS A FERRÉ AGUAYO, PONCE, PR 007170655

School Code
G03936

 Remove

After having selected both, it should appear like this.

Continue

Entrance Counseling Modules

Review what you need to know for the first module to begin.

After viewing the counseling modules, you must press "start".

Start

What's in this module?

1. What is the total cost of your program?
2. How your school's cost of attendance is calculated



Paying for Your Education

Learn the basics about financial aid, student loans, and what your options are.

What's in this module?

1. Sources of aid you don't have to repay
2. Loan basics
3. Types of student loans available



Federal Student Loans

Understand what federal loans are, how they work, and your rights and responsibilities if you accept them.

Estimate the Cost of Your Education

1 What Is the Total Cost of Your School Program?

2 Estimate Your School's Cost of Attendance

What Is the Total Cost of Your School Program?

It's important to learn how the cost of your education is determined so that you can understand how much aid you might need. We'll help estimate that cost. First, you'll need to become familiar with the following terms.



Cost of Attendance

The cost of attendance of a school program is the annual cost advertised by the school, before financial aid is applied. Tuition and fees, room and board (housing and meals), and other additional education-related expenses (both direct and indirect) are included and may vary based on personal choices. Once you know the cost of attendance, you can start planning for how you'll cover your educational expenses.



Direct Costs

Expenses that are billed to your student account and paid directly to the school: tuition and fees, on-campus housing and meal plan (if you live on-campus).



Indirect Costs

There are also indirect costs you'll have to pay for, such as books, equipment, transportation, and off-campus housing and meals (if you don't live on-campus). Although financial aid may cover some of these, you are responsible for paying them.

You will need to read the information provided and then press "continue".

Previous

Continue

Estimate the Cost of Your Education

What Is the Total Cost of Your School Program? 1 Estimate Your School's Cost of Attendance 2

Estimate Your School's Cost of Attendance

Tell us about the school you plan to attend, your expected living arrangement, and how long you intend to stay in school. We will use this information to calculate your estimated total cost of attendance.

We'll also use the school you select here to estimate your debt and salary at graduation later in the counseling.

School Name
Pontifical Catholic University of Puerto Rico-Ponce

Select Type of Tuition

Select Living Arrangement

Expected Years to Complete Program

[View Data](#)

[Previous](#) [Continue](#)



You will find some boxes that you must fill in to go to the next page.

Some of these boxes will help you visualize the approximate costs of study.

It should be noted that the amounts shown will be approximate, given that the circumstances and needs of each student may vary.

Paying for Your Education

- 1 Sources of Aid You Don't Have to Repay
- 2 Loan Basics
- 3 Learn the Types of Student Loans

Sources of Aid You Don't Have to Repay

Now that you have a good understanding of the estimated annual and total cost of attendance for the school you plan to attend, let's look into the different options you may have available to pay for your education which you don't have to repay.



Grants and Scholarships

You don't have to repay scholarships and most grants, but in most cases, you have to apply for them. Talk to your financial aid office about other institutional and state scholarships and grants you may be eligible for. Also, consider outside sources of aid you may be eligible for based on your memberships in civic organizations, employment, or military service.

[Learn more about grants and scholarships.](#)



Federal Work-Study

The financial aid offer from your school may indicate eligibility for Federal Work-Study. Discuss options with your school's financial aid office.



Part-Time Jobs

Explore job opportunities on- and off-campus that allow you to earn income while balancing your schoolwork. A part-time job can help you pay for indirect costs associated with your school's cost of attendance.



Savings and 529 Plans

If available, you can use savings, prepaid tuition plans, and 529 plans to pay for school.



Tuition Payment Plans

Your school may have options for paying your remaining balance in installments. Contact your financial aid office for details.



If you have exhausted all sources of aid you don't have to repay, and still need money for school, it's time to consider borrowing money. We'll discuss this in the next step.

Previous

Continue



Throughout the assessment you will read important information for your knowledge and then answer some questions based on the information read.



Check Your Knowledge

Question 1 of 3

Please read the following questions carefully and choose an answer from the choices below. After you select an answer, select "Continue."



Check Your Knowledge

What document explains your rights and responsibilities as a federal student loan borrower?

- Your Master Promissory Note
- Your billing statement
- Your financial aid offer

✓ Check Answer

Previous

Continue


Once the counseling is over, you will be able to see your confirmation. Then, you must proceed to complete the Master Promissory Note (MPN).




Darysabel, You've Successfully Completed Entrance Counseling!

The school(s) you selected will be notified of your entrance counseling completion within the next 24 hours.

[Go To My Documents](#)

[View/Print Borrower's Rights and Responsibilities Statement for Direct Subsidized and Unsubsidized Loans](#) 

[View/Print Borrower's Rights and Responsibilities Statement for Direct PLUS Loans](#) 

What's Next After Entrance Counseling

- Complete your [Annual Student Loan Acknowledgment](#) for this award year
- Check out [Loan Simulator](#) for more information on repayment plans

More questions? Visit [Frequently Asked Questions](#) or [Contact Us](#).

Master Promissory Note | MPN

Once you have completed the Entrance Counseling:

1. You should put the cursor over “Loans and Grants”.
2. Select the “Master Promissory Note | MPN option”.

The screenshot shows the Federal Student Aid website interface. At the top, there is a navigation bar with the following items: Federal Student Aid (with a sub-label 'AN OFFICE OF THE U.S. DEPARTMENT OF EDUCATION'), FAFSA® Form, Loans and Grants (highlighted with a blue underline), Loan Repayment, and Loan Forgiveness. On the right side of the navigation bar, there are icons for a notification bell, a user profile, and a search icon.

Below the navigation bar, there are several columns of links. The first column, under 'Get a Loan', includes: Undergraduate and Graduate Loans, PLUS Loans: Grad PLUS and Parent PLUS, Master Promissory Note (MPN) (circled in blue), Loan Entrance Counseling, Annual Student Loan Acknowledgment, PLUS Credit Counseling, Endorse a PLUS Loan, and Appeal a Credit Decision. The second column, under 'Get a Grant', includes: Pell Grants and TEACH Grants. A blue arrow points to the 'Loans and Grants' header and the 'Master Promissory Note (MPN)' link. The third column, under 'Tools and Calculators', includes: Federal Student Aid Estimator and Loan Simulator. The fourth column, under 'Learn About Loans and Grants', includes: How Financial Aid Works, Financial Aid Eligibility, and Loans, Grants, and Work-Study.

Below the links, there is a section with three circular progress indicators. The first is blue and labeled '334 Principal'. The second is green and labeled '107 Interest'. The third is green and labeled '140 Pell Grant'. Below these indicators, there is a section titled 'Checklists' with three items: 'I'm Preparing for School', 'I'm in School', and 'I'm in Repayment', each with a dropdown arrow.

On the right side, there is a 'My Loan Servicers' section with a link to 'View Servicer Details' and a box for 'DEPT OF ED/GREAT LAKES' with the URL 'mygreatlakes.org'. Below that is a 'Quick Links' section with links to 'FAFSA® Form', 'Master Promissory Note (MPN)', 'Exit Counseling', 'Loan Simulator', and 'Student Aid Report (SAR)'.



I'm an Undergraduate Student

MPN for Subsidized/Unsubsidized Loans

Use this MPN for Direct Subsidized Loans and Direct Unsubsidized Loans available to eligible undergraduate students. [Learn More](#)

Undergraduate students

Start

OMB No. 1845-0007 • Form Approved



I'm a Graduate/Professional Student

PLUS MPN or MPN for Subsidized/Unsubsidized Loans for Graduate/Professional Students

Find and use the MPN that you need as a graduate or professional degree student to borrow federal student loans. Graduate/professional students can be eligible for Direct Unsubsidized Loans, Direct PLUS Loans, or both. You need to complete an MPN for each loan type you intend to receive. You should request Direct Unsubsidized Loans up to your full eligibility before borrowing Direct PLUS Loans. [Learn More](#)

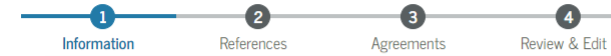
Graduate students

Select MPN Type

OMB No. 1845-0007 • Form Approved

Master Promissory Note

For Undergraduate Students Requesting Direct Subsidized/Unsubsidized Loans



You will need to review your information and update if required.

Borrower:

Social Security Number:

Information

Contact Information

Email Address

Mobile Phone

Telephone Number

To update your contact information, visit your Account Settings.

Information

School Information

Select a school to notify

You must write
"Puerto Rico" and
choose it.

U.S. Territory Schools

Schools

Choose a State

Type Response

You must write
"Pontifical Catholic
University" and
choose it.

Search School By Name

Type Response

Then it should
appear like this.



The school you selected participates in the electronic Master Promissory Note (MPN) process.

School Name


Pontifical Catholic University of PR

School Code/Branch

G03936

School Address

2250 BOULEVARD LUIS A FERRÉ
AGUAYO
SUITE 564
PONCE, PR 007170655

 Remove this school

Previous

Continue

Reference Information

Enter the requested information for two persons with different U.S. addresses and who have known you for at least three years. The references should be people who will be able to help us contact you in the future if we are unable to reach you. References are only used for this purpose and are never required to repay your loan.

Please note the following information about your references:

- The first reference should be a parent or legal guardian.
- References must have different addresses and telephone numbers.
- References who live outside the United States are not acceptable.
- If the reference does not have a telephone number, enter N/A.
- Providing an email address for a reference is optional. If an email address is provided, we may use it to communicate with the reference.

You must press
"Add Reference"
and complete the
required fields.

+ Add Reference

Previous

Continue

Previously Saved References ⓘ

Add two references or select from a list of references you've previously saved.

0 of 2 Added

Show Info ⌵

Show Info ⌵

+ Add Reference

Previous

Continue

You will need to
select both
references before
continuing.

Agreements

You must read all the conditions.

MPN Agreement (1 of 5)

Borrower Request, Certifications, Authorizations, and Understandings

I request a total amount of Direct Subsidized Loans and/or Direct Unsubsidized Loans under this Master Promissory Note (MPN) that cannot be more than the maximum amounts I am eligible to receive, as provided under federal law and explained in the MPN Terms and Conditions and in the Borrower's Rights and Responsibilities Statement that accompanies this MPN.

Under Penalty of Perjury, I Certify That

- A. The information I provide on this MPN and that I update from time to time is true, complete, and correct to the best of my knowledge and belief.
- B. I will use the loan money I receive only to pay for my authorized educational expenses for attendance at the school that determined I was eligible to receive the loan, and I will immediately repay any loan money that is not used for that purpose.
- C. If I owe an overpayment on a Federal Perkins Loan or on a grant made under the federal student aid programs (as defined in the MPN Terms and Conditions), I have made satisfactory arrangements to repay the amount owed.
- D. If I am in default on a federal student loan, I have made satisfactory repayment arrangements with the loan holder to repay the amount owed.
- E. If I have been convicted of, or if I have pled *nolo contendere* (no contest) or guilty to, a crime involving fraud in obtaining federal student aid funds, I have fully repaid those funds.

For Each Direct Subsidized Loan and Direct Unsubsidized Loan I Receive Under This MPN, I Authorize:

- A. My schools, the U.S. Department of Education (ED), and their agents and contractors to release information about my loan to the references I provide and to my immediate family members unless I submit written directions otherwise or as otherwise permitted by law.
- B. My schools, ED, and their agents and contractors to contact me regarding my loan request or my loan, including repayment of my loan, at any cellular telephone number I provide now or in the future using automated dialing equipment or artificial or prerecorded voice or text messages.

I Understand That:

- A. My school is authorized to credit my loan money to my account at the school and to pay to ED any refund that may be due up to the full amount of the loan.
- B. I have the option of paying the interest that accrues on my loans during grace, in-

Sign and Submit

[Preview Draft MPN](#)

Promises

I promise to pay to ED the full amount of all loans that I receive under this MPN in accordance with the terms of the MPN, plus interest and any other charges and fees that I may be required to pay under the terms of the MPN.

If I do not make a payment on a loan made under this MPN when it is due, I promise to pay reasonable collection costs, including but not limited to attorney's fees.

I promise that I will not sign this MPN before reading the entire document, or read it, or told that I am not required to read it.



- My signature certifies that I have read, understand, and agree to the conditions of the MPN, including the Borrower Request, Certifications, Authorizations, and Understandings, the MPN Terms and Conditions, and the Borrower's Rights and Responsibilities Statement.

Once you have finished reading the conditions and certify it, you must sign with your name. Your name must match your credential account.

Sign and Submit

I understand that more than one loan may be made to me under this MPN. I understand that by accepting any disbursement issued at any time under this MPN, I agree to repay the loan associated with that disbursement.

First Name

Middle Initial - optional

Last Name

The time and date of your signature will be recorded and included as part of your completed MPN.

Once the Master

Promissory Note (MPN) has been completed, you will be able to see its confirmation and the process will have been



You have successfully submitted your MPN

The school you selected will be notified of your MPN completion within the next 24 hours.

Your school will tell you which loans, if any, you are eligible to receive. If you have questions regarding any of the following, contact the school's financial aid office:

- your loan eligibility,
- the next steps in the processing of your loan,
- when the loan will be disbursed (paid out), or if you no longer wish to receive the loan.

[Go to My Documents](#)

[View PDF Document](#)