



Completing Entrance Counseling and Promissory Notes for Federal Loans

In order for your Federal Direct Loan(s) and, if awarded, the Perkins Loan to disburse to your student account, you need to sign your promissory notes for each and complete loan entrance counseling. Our records show you still need to complete the following:

Check:



Direct Loan Master Prom Note

To sign your Federal Direct Loan Promissory Note:

- go to www.valpo.edu/financialaid
- click on **Loan Counseling/Master Promissory Note**, third link under **Important Links**.
- after reading the instructions, scroll to the bottom and click on **Sign Your Promissory Note** which will link you to the Federal student loan website www.studentloans.gov.
- Click on **SIGN IN**.
- Once Logged In, click on **Complete Master Promissory Note**, then select the prom note for the loan(s) you are borrowing. Graduate students who are borrowing both the Subsidized/Unsubsidized and the GradPLUS loans will need to complete both prom notes.
- Complete the promissory note, following the instructions provided.

Please note that you will need your Federal PIN number to complete the prom note(s). This is the same PIN that you used for to complete your FAFSA.



Direct Loan Entrance Counseling

To complete Direct Loan Entrance Counseling:

- go to www.valpo.edu/financialaid
- click on **Loan Counseling/Master Promissory Note**, third link under **Important Links**.
- after reading the instructions, scroll to bottom and click on **Complete Entrance Counseling** which will link to the Federal Student Loan Website www.studentloans.gov.
- Click on **SIGN IN**.
- Once Logged In, Select **Complete Entrance Counseling**, click on the **Green arrow** to begin entrance counseling.
- Once you have completed the quiz, there are 4 steps remaining before your Entrance Counseling is confirmed as complete.



Perkins Loan Master Promissory Note and Entrance Counseling

To sign your Perkins Loan Prom Note:

- go to www.signmyloan.com
- click on **Review and Sign Your Loan in the FOR STUDENTS** box
- after reading the instructions on the following page, click on **Continue** to complete the promissory note and entrance counseling requirements for the Perkins Loan

Please note that you will need your Federal PIN number to complete the prom note(s). This is the same PIN that you used for to complete your FAFSA.

Once the above steps are completed, we should receive the signed promissory notes and entrance counseling confirmation within 3 business days and your funds should be disbursed. Please complete these steps promptly as accounts with an unpaid balance are subject to a finance charge as well as holds on pre-registration, grades and transcripts.

Questions? Please call the Financial Aid Office at 464.5015, send an email to Finaid@Valpo.edu, or stop by our office on the lower level of Kretzmann Hall.