

FEDERAL DIRECT LOAN APPLICATION PROCESS

EVERY STEP BELOW MUST BE COMPLETED TO RECEIVE YOUR LOAN(S)

Step 1 – FSA User ID and Password Required

- You can create or edit your FSA User ID and Password at <https://fsaid.ed.gov>. If you have forgotten your FSA User ID or password, select the edit option and answer your challenge questions or provide your e-mail address to obtain a security code. If you need assistance with this process, please call 1-800-557-7394

Step 2 – Complete Entrance Counseling

- Please go to www.studentloans.gov and click on the “Log In” button, provide with your FSA User ID and Password
- Once logged in, click “Complete Loan Counseling (Entrance, Financial Awareness, Exit)” on middle of the screen and select the required “Entrance Counseling”
- Select schools to notify and student type, as undergraduate or graduate student, continue with session
- Online entrance counseling sessions usually take about 20-30 minutes to complete
- Please continue to the next step below – you are **not** finished!

Step 3 – Complete Master Promissory Note (MPN)

- Continue on the www.studentloans.gov website. If you have logged out click the “Log In” button and provide your FSA User ID & Password
- Then click “Complete Loan Agreement (Master Promissory Note)” on in the middle of the screen, then choose “MPN for Direct Subsidized or Direct Unsubsidized Loans”
- Enter in the requested personal information and choose West Virginia Wesleyan as the school
- Enter in two (2) references that have known you three (3) years or longer. You will need to know their name, address, and phone number. Your two references **cannot** have the same address
- Read the required screens, electronically sign it, and view the MPN. You are **not** finished!
- You must then click the submit button
- You will then receive a confirmation page congratulating you on completing your MPN. You must receive this congratulations page in order for the Financial Aid Office to process the MPN
- Success! You are finished. We will receive your information in 24 hours. Thank you!

CONTACT INFORMATION FOR STUDENTS & PARENTS

Direct Loan Information
www.direct.ed.gov

Student Loan Support Center
(800) 557-7394

Federal Student Aid Programs
(800) 4-FED-AID (800-433-3243)
www.studentaid.ed.gov

WVWC – Financial Aid Office
59 College Avenue
Buckhannon, WV 26201
Phone: (304) 473-8080 or (800) 343-2374
Fax: (304) 473-8824