



Master Promissory Note & Entrance Counseling Instructions

The Master Promissory Note and Entrance Counseling are requirements for all students who wish to borrow Federal Direct Subsidized or Unsubsidized Loans over the course of their education. This process, which is required by the federal government, can be completed in three steps.

You Will Need:

- FSA ID and Password (the same login information used to complete your FAFSA)
- Name, Social Security Number (SSN), Date of Birth (DOB), and Current Address
- Two personal references with **different** U.S. addresses who have known you for more than three years

Step One:

- Access studentaid.gov with your FSA ID.
- Once you are logged in, select the drop down that says 'I'm Preparing for School', and complete step two and step three.

Step Two:

- Select the link that says "Complete Entrance Counseling,"
 - When asked to notify a school, be sure to indicate Gwynedd Mercy University so we receive a counseling notification.
- Complete the five sections of the counseling; you will receive a confirmation once completed.

Step Three:

- Select the link that says "Complete MPN (i.e. Loan Agreement)"
- Select "MPN for Subsidized/Unsubsidized Loans"
- Complete the Master Promissory Note; you will receive a confirmation once completed.

*****Gwynedd Mercy University will receive electronic confirmation of your completed documents within two business days. You may review their status on the GMercyU Self Service Portal.*****