# Guide to Completing Student Loan Requirements:

1. Log into https://studentaid.gov/ using your FSA ID:
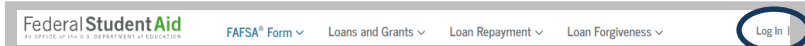


   a. You may retrieve your FSA ID from https://studentaid.gov/ if you do not remember your username and/or password.
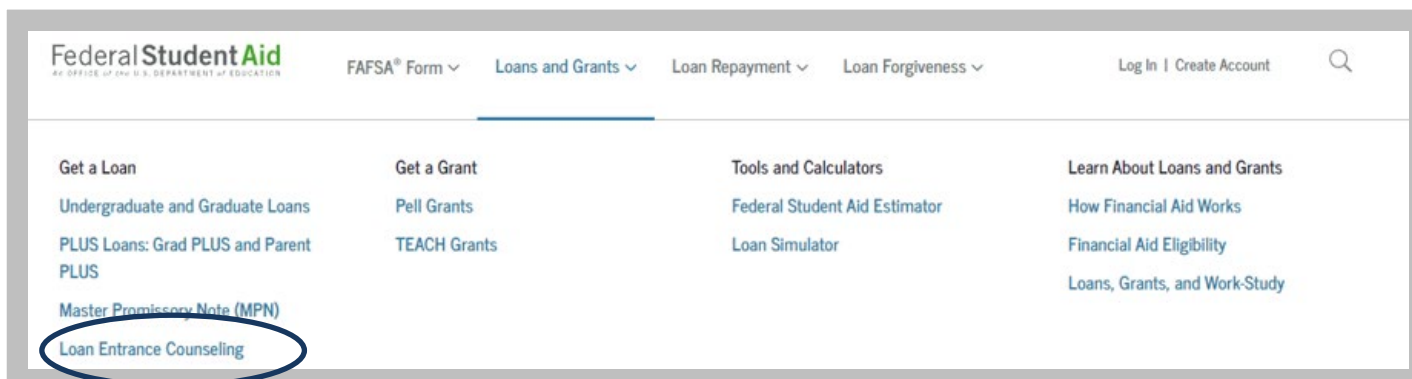


2. To Complete Entrance Counseling:

   a. Click on the *Loans and Grants* drop-down
   b. Choose *Loan Entrance Counseling,* choose to complete the counseling as an undergraduate student.
   c. Read the information presented and answer the questions. Once your counseling is completed and submitted, UIW will receive the results electronically in 1-2 business days.
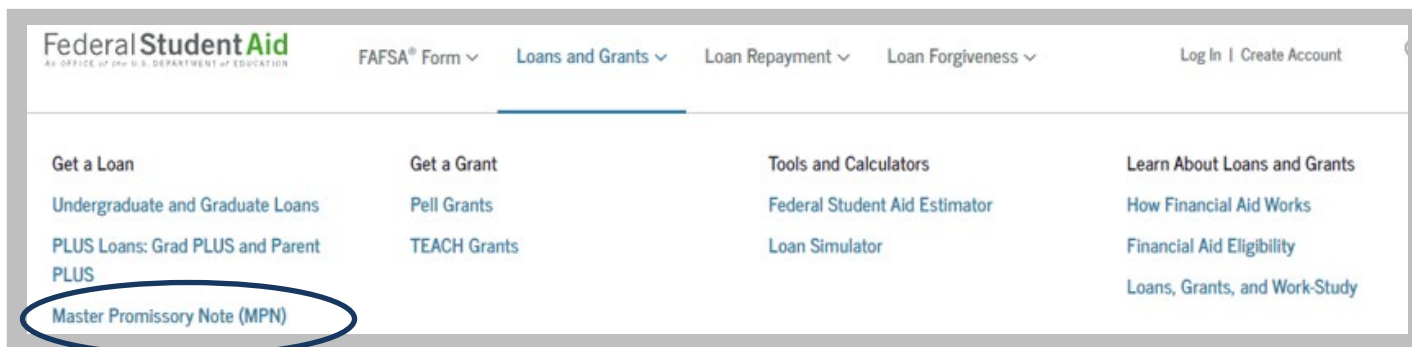


3. To Complete Master Promissory Note (MPN):

   a. Click on the *Loans and Grants* drop-down
   b. Choose Master Promissory Note (MPN), choose to complete the MPN as an undergraduate student.
   c. Complete your personal information, references, review the information, and then sign and submit. UIW will receive the results electronically in 1-2 business days. The MPN may not show as completed in our system until your loan(s) has been originated (after you are enrolled, and your aid file is complete).

## To Apply for the Parent PLUS Loan (optional)

The PARENT will log in at https://studentaid.gov/ using their FSA ID
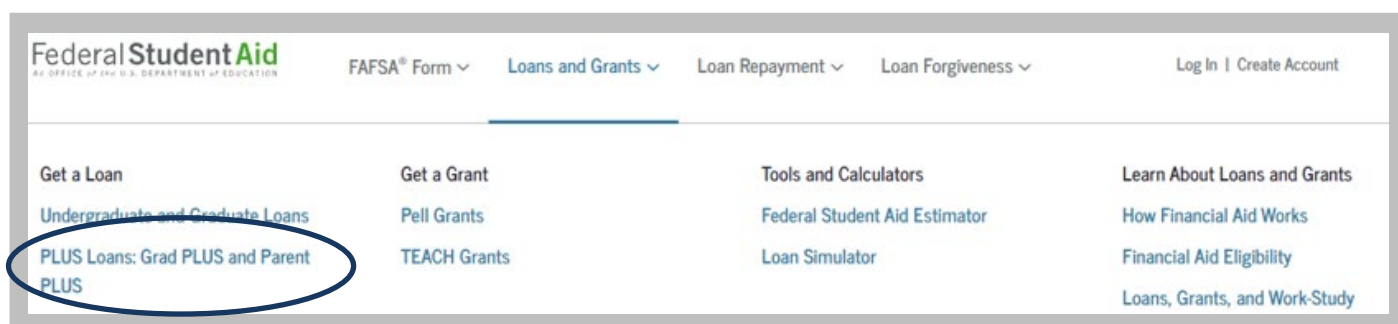


   a. Click on the *Loans and Grants* drop-down
   b. Choose *PLUS Loans: Grad PLUS and Parent PLUS,* complete the application as a parent of a student
   c. Enter required information and submit – you will instantly be given a credit decision.
   d. UIW will receive the results electronically and process the loan as indicated in your application. Contact the Office of Financial Assistance for questions on your loan status.