Guide to Completing Student Loan Requirements:

1. Log into [https://studentaid.gov/](https://studentaid.gov/) using your FSA ID:
   a. You may retrieve your FSA ID from [https://fsaid.ed.gov](https://fsaid.ed.gov) if you do not remember your username and/or password.

2. To Complete Entrance Counseling:
   a. Click on the Complete Aid Process drop-down
   b. Choose **Complete Entrance Counseling** as the counseling type.
   c. Choose to complete the counseling as an Undergraduate student.
   d. 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 Complete Aid Process drop-down
   b. Under Complete Master Promissory Note, choose **MPN for Undergraduates**
   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).

4. To Complete Annual Student Loan Acknowledgment
   a. Click on the Complete Aid Process drop-down
   b. Choose **Complete Annual Student Loan Acknowledgement**
   c. Review the information and indicate that you understand that amount of aid received. Once submitted, UIW will receive the results electronically in 1-2 business days.

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To Apply for the Parent PLUS Loan (optional)

1. The PARENT will log in at [https://studentaid.gov/](https://studentaid.gov/) using their FSA ID
   a. Click on the **Apply for Aid** drop-down
   b. Choose **Apply for a Parent PLUS Loan**
   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.