



Federal Direct Subsidized and Unsubsidized Loan Steps and FAQs

Once you accept a Federal Direct Subsidized or Unsubsidized loan, the U.S. Department of Education requires you to complete three additional steps before the loan funds will credit toward the charges on your UW-W Student Account:

1. Annual Student Loan Acknowledgment
2. Entrance Counseling
3. Master Promissory Note

All three of the steps are completed online at [StudentAid.gov](https://studentaid.gov) and this document outlines how to complete these steps.

Annual Student Loan Acknowledgment

All Federal Direct Loan borrowers must complete the Annual Student Loan Acknowledgment to receive their loan. This annual acknowledgment is a new requirement beginning with the 2021-2022 academic year and must be completed **every** year you wish to receive a loan.

Follow the steps below to complete the Annual Student Loan Acknowledgment:

1. Go to [StudentAid.gov](https://studentaid.gov) using Chrome, Safari, or FireFox (they do not recommend using Internet Explorer).
2. Click on "Log In" using the student's Federal Student Aid ID (FSA ID).
 - a. This is the same FSA ID the student used to file the FAFSA.
 - b. Be sure to log in as the student and not the parent or someone else; you must log in using the student's FSA ID.
3. From the "Complete Aid Process" menu at the top of the page, select "Complete Annual Student Loan Acknowledgment."
 - a. If you are working on an Associate Degree or Bachelor's Degree, select "Start" in the Undergraduate Student section.
 - b. If you are working on a Master's Degree or Doctoral Degree, select "Start" in the Graduate or Professional Student section.
4. Next select **WI** in the "State" box and then **University of Wisconsin-Whitewater** in the "School Name" box.
5. Enter your Degree/Certificate and then your Field of Study and select "View Data."
6. Scroll through the page reading the information presented.
7. At the bottom of the page in the "Complete Your 2021-2022 Acknowledgment" box, select "I understand the borrowing guidelines you've shown me." and click on "Submit."

Annual Student Loan Acknowledgment Frequently Asked Questions

- When should I complete this?
 - This should be completed after April 1 but well before the fall term begins. We recommend completing it by August 1.
- Do I have to complete this every year?
 - Yes. The U.S. Department of Education made this annual acknowledgment a requirement starting with the 2021-2022 academic year. Your federal loan will not credit toward your charges until this step is completed every year.



Entrance Counseling

All first-time Federal Direct Loan borrowers must complete Entrance Counseling to receive their loan(s). Entrance Counseling is an online tutorial which explains important information regarding the loan(s) you are about to borrow.

Follow the steps below to complete the Entrance Counseling:

1. Go to [StudentAid.gov](https://studentaid.gov) using Chrome, Safari, or FireFox (they do not recommend using Internet Explorer).
2. Click on "Log In" using the student's Federal Student Aid ID (FSA ID).
 - a. This is the same FSA ID the student used to file the FAFSA.
 - b. Be sure to log in as the student and not the parent or someone else; you must log in using the student's FSA ID.
3. From the "Complete Aid Process" menu at the top of the page, select "Complete Entrance Counseling."
 - a. If you are working on an Associate Degree or Bachelor's Degree, select "Start" in the Undergraduate Student section.
 - b. If you are working on a Master's Degree or Doctoral Degree, select "Start" in the Graduate or Professional Student section.
4. In the school notification section, choose **WI** and then **University of Wisconsin-Whitewater**.
5. From this point forward enter information and answer questions as requested.
6. Once done with all sections of the entrance counseling, be sure to click on "Submit."

Entrance Counseling Frequently Asked Questions

- When should I complete this?
 - This should be completed after April 1 but well before the fall term begins. We recommend completing it by August 1.
- Where can I get additional information about Subsidized and Unsubsidized Federal Direct loans?
 - <https://studentaid.gov/understand-aid/types/loans/subsidized-unsubsidized>



Master Promissory Note

All first-time Federal Direct Loan borrowers must complete a Master Promissory Note (MPN) to receive their loan. The MPN is the agreement you sign indicating you realize the Federal Direct Loan is a loan that you must pay back after you graduate or drop below half-time enrollment.

Follow the steps below to complete the MPN:

1. Go to StudentAid.gov using Chrome, Safari, or FireFox (they do not recommend using Internet Explorer).
2. Click on "Log In" using the student's Federal Student Aid ID (FSA ID).
 - a. This is the same FSA ID the student used to file the FAFSA.
 - b. Be sure to log in as the student and not the parent or someone else; you must log in using the student's FSA ID.
3. From the "Complete Aid Process" menu at the top of the page, select "Complete a Master Promissory Note (MPN)."
 - a. If you are working on an Associate Degree or Bachelor's Degree, select "Start" in the Undergraduate Student section.
 - b. If you are working on a Master's Degree or Doctoral Degree, select "Start" in the Graduate or Professional Student section.
4. Once done with all sections of the MPN, be sure to click on "Submit."

MPN Frequently Asked Questions

- When should I complete this?
 - This should be completed after April 1 but well before the fall term begins. We recommend completing it by August 1.
- Who should I list as references?
 - The references should be two different persons with different U.S. addresses and who have known you for at least three years.
- Why do I have to provide references?
 - References are provided in case your loan servicer is unable to get in touch with you regarding important details of your loan. If you keep in touch with your loan servicer, answer their calls and emails, and keep your contact information current with them, your references should never be contacted.
- I have already completed an MPN, why am I being asked to complete another one?
 - The MPN only lasts for 10 years. If your first MPN was signed 10 or more years ago you need to complete a new one.
 - If you completed the MPN within one year, but never took out a loan you will be required to complete a new one.