

How to Complete Federal Loan Requirements

Instructions for Students (FAFSA)

The student logs into their own individual account at www.studentaid.gov to access their Dashboard.

Note: if you do not have an account, you can create one at <https://studentaid.gov/fsa-id/create-account/launch>

Instructions apply to Entrance Counseling, Master Promissory Note, and Exit Loan Counseling.

IMPORTANT! All processes will begin on the student's Dashboard. The student MUST be logged into their account before following the instructions below.

Complete the Entrance Counseling

Who Should Complete This?

Students receiving the following types of loans for the first time: Direct Subsidized Loans, Direct Unsubsidized Loans, Direct PLUS Loans for graduate/professional students.

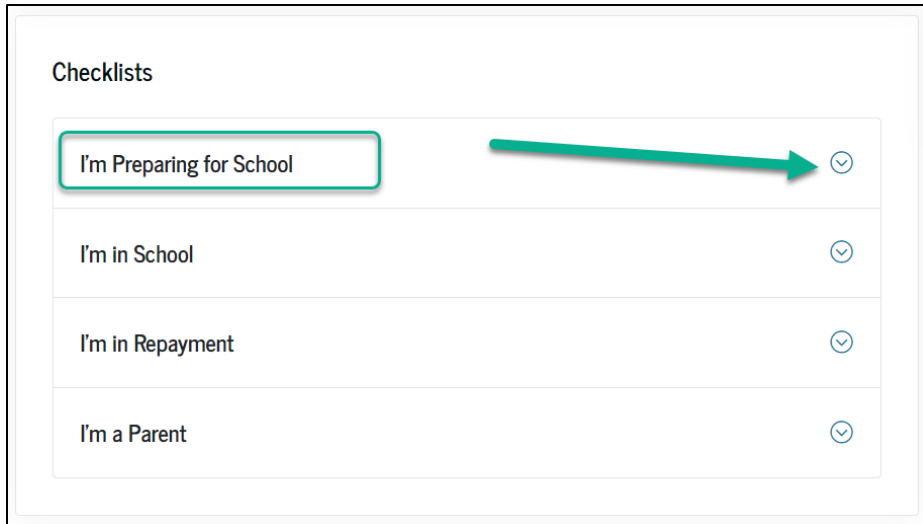
How Long Will it Take?

Entrance Counseling takes about 20-30 minutes to complete and it must be completed in a single session.

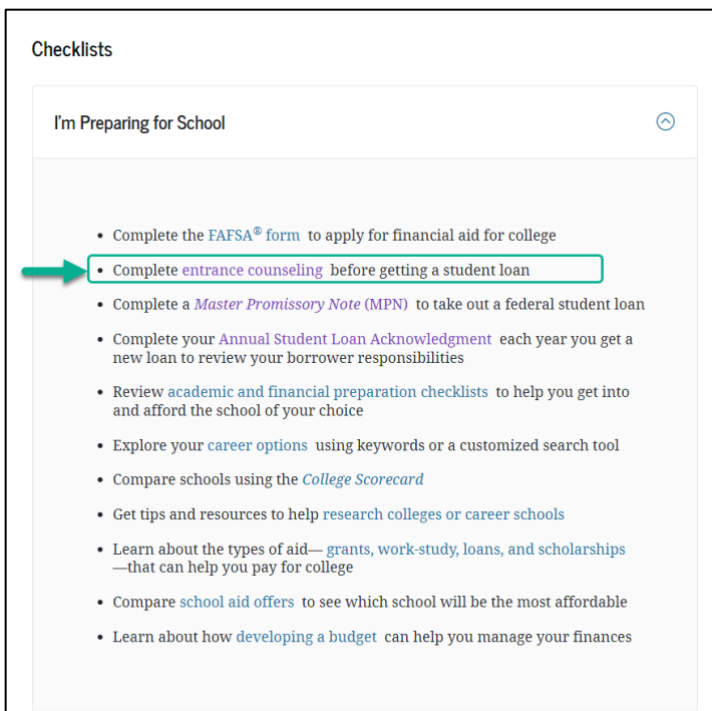
What Do I Need?

- School Name(s) – **California State Univ/Sacramento**
- Financial Aid Offer (this is the letter from your school that outlines your loans, scholarships, and other aid it offered) – **Check your My Sac State > View Financial Aid Link for the current school year**
- Breakdown of Your School's Tuition and Fees – **Current Registration fees found on the Bursar's website at <https://www.csus.edu/apply/enrollment-costs-fees/tuition-living-costs/current-tuition.html>**

1. From your Dashboard, locate the *Checklists > I'm Preparing for School* option



2. Select the “Complete entrance counseling before...” option



3. From the Select Your Student Status to Begin page, select the option that matches your program status and click Start to begin.

Select Your Student Status to Begin

Your school may have different entrance counseling requirements. Check with your school's financial aid office to be sure that the counseling on this Web site satisfies your school's entrance counseling requirements.

If your school requires you to complete and return a written entrance counseling document, download [Entrance Counseling PDF](#).

I am an Undergraduate Student ?

Entrance counseling for undergraduate students is required if you have not previously received a Direct Subsidized Loan or a Direct Unsubsidized Loan.

You're an undergraduate student if you are enrolled in an undergraduate course of study that usually doesn't exceed four years and that leads to an undergraduate degree or certificate.

Start

I am a Graduate or Professional Student ?

Entrance counseling for graduate or professional students is required if you have not previously received a Direct Unsubsidized Loan or Direct PLUS Loan.

You're a graduate or professional student if you are enrolled in a program or course above the bachelor's degree level (such as a master's degree or Ph.D. program) or who is enrolled in a program leading to a professional degree (for example, J.D. or M.D.).

Start

Entrance Counseling takes about 30 minutes to complete and it must be completed in a single session.

Sac State Process: Allow 48 hours for the Financial Aid Office to receive your completed Entrance Counseling electronically and/or clear from your To Do List of your student account. No need to notify the office.

Complete the Master Promissory Note (MPN)

Who Should Complete This?

Eligible undergraduate students requesting Direct Subsidized Loans or Direct Unsubsidized Loans.

How Long Will it Take?

Most people complete each MPN in less than 30 minutes. *The entire MPN process must be completed in a single session.*

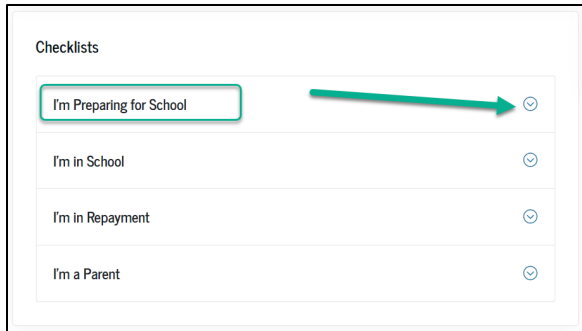
What Do I Need?

Verified [username and password \(FSA ID\)](#), School Name: **California State Univ/Sacramento**, Permanent/Mailing Address, Contact Information, and Reference Information.

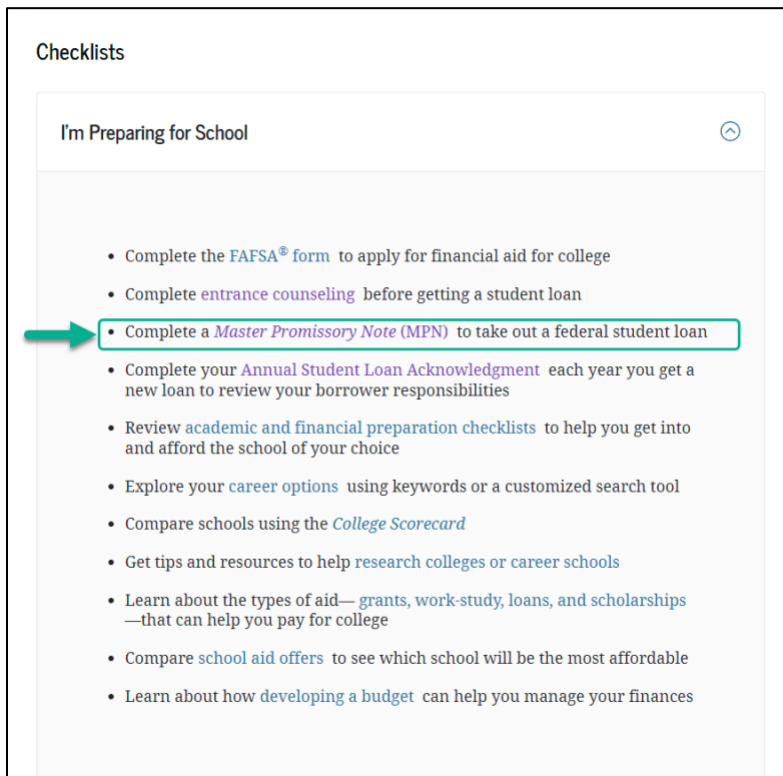
Preview MPN document: <https://studentaid.gov/mpn/subunsub/preview>

PDF version preview: https://studentaid.gov/sites/default/files/Sub_Unsub_MPN_508-en-us.pdf

1. From your **Dashboard**, locate the *Checklists > I'm Preparing for School* option






2. Select the “Complete a Master Promissory Note (MPN)...” option



3. From the **Choose the Direct Loan MPN you want to preview or complete** page, select the option that matches your program status and click Start to begin.

Choose the Direct Loan MPN you want to preview or complete

 <p>I'm an Undergraduate Student MPN for Subsidized/Unsubsidized Loans</p> <p>Use this MPN for Direct Subsidized Loans and Direct Unsubsidized Loans available to eligible undergraduate students. Learn More</p>	<p>Start</p> <p><small>OMB No. 1845-0007 • Form Approved</small></p>
 <p>I'm a Graduate/Professional Student PLUS MPN or MPN for Subsidized/Unsubsidized Loans for Graduate/Professional Students</p> <p>Find and use the MPN that you need as a graduate or professional degree student to borrow federal student loans. Graduate/professional students can be eligible for Direct Unsubsidized Loans, Direct PLUS Loans, or both. You need to complete an MPN for each loan type you intend to receive. You should request Direct Unsubsidized Loans up to your full eligibility before borrowing Direct PLUS Loans. Learn More</p>	<p>Select MPN Type</p> <p><small>OMB No. 1845-0007 • Form Approved</small></p>
 <p>I'm a Parent of an Undergraduate Student PLUS MPN for Parents of Dependent Undergraduate Students</p> <p>Use this MPN for Direct PLUS Loans available to eligible parents of eligible dependent undergraduate students. Learn More</p>	<p>Start</p> <p><small>OMB No. 1845-0007 • Form Approved</small></p>

All yourself up to 30 minutes to complete. The entire MPN process must be completed in a single session.

Sac State Process: Allow 48 hours for the Financial Aid Office to receive your completed Master Promissory Note electronically and/or clear from your To Do List of your student account. No need to notify the office.

Exit Loan Counseling

Who Should Complete This?

Student federal loan borrowers who are

- leaving school,
- graduating, or
- dropping below half-time enrollment.

Note: Parent PLUS Loan borrowers are not required to complete exit counseling.

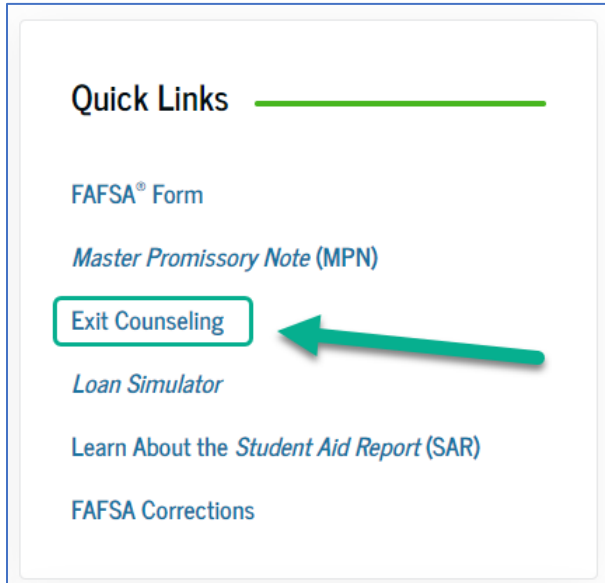
How Long Will It Take?

Exit counseling takes about 30 minutes to complete. You must complete it in one session; you cannot save and return to an incomplete session.

What Do I Need?

- Verified [StudentAid.gov](https://studentaid.gov) account
- School Name(s)
- [Updated Contact Information](#)

1. From your **Dashboard**, locate the **Quick Links** box (right side of the page)
2. Click on *Exit Counseling* link



3. From the **Start Exit Counseling Based on Your Student Type** section, select the option applicable to your program status.







Start Exit Counseling Based on Your Student Type

Your school may have alternate exit counseling requirements. Check with your school's financial aid office.

If completing our counseling satisfies your school's exit counseling requirement, and your school prefers you to complete it manually, please download our [Exit Counseling PDF](#)

When completing exit counseling, please be sure to do the following:

- Close all internet browser tabs other than the one you're using to complete the counseling.
- Do not to let your session time out while you're completing the counseling. Sessions time out after 15 minutes of inactivity.

	<p>I am an Undergraduate Student</p> <p>You're an undergraduate student if you're pursuing an associate's or bachelor's degree.</p>	 
	<p>I am a Graduate or Professional Student</p> <p>You're a graduate or professional student if you are in a master's or doctorate program such as an M.A., MBA, M.D., J.D., Ph.D., Ed.D., or graduate certificate.</p>	 

Exit counseling takes about 30 minutes to complete. You must complete it in one session; you cannot save and return to an incomplete session.

Sac State Process: Allow 48 hours for the Financial Aid Office to receive your completed Exit Counseling electronically and/or clear from your To Do List of your student account. No need to notify the office.