

DIRECT LOAN ENTRANCE COUNSELING AND DIRECT LOAN MASTER PROMISSORY NOTE (MPN) INSTRUCTIONS

Students who have previously completed Entrance Loan Counseling with Milwaukee Area Technical College (MATC) do not need to complete Direct Loan Entrance Counseling.

You will need the following items to complete the Entrance Loan Counseling and MPN process:

- Your address, date of birth and social security number
- Your US Department of Education (FAFSA) Personal Identification Number (PIN)
- Driver's License Number (if applicable)
- Names, addresses and phone numbers of two personal references
- You must have known the references for at least three years
- References cannot share the same address or phone number

Direct Loan Entrance Counseling Instructions

- Go to studentloans.gov
- Click on Sign-In located under the Manage My Direct Loan box
- Enter your social security number, first two characters of your last name, date of birth, and PIN
- Click on Complete Entrance Counseling
- Click on "I am an undergraduate student" in the Counseling Type Box
- Click on the drop down school state box in the School and Loan Information Box and select Wisconsin
- Click on the school name and select Milwaukee Area Technical College from the drop down box
- Read the information presented and answer the questions listed after the section
- When you have completed the Entrance Loan Counseling, you will see a statement informing you that you have successfully completed the process
- Continue with the Direct Loan Master Promissory Note instructions found on the reverse side.

Students who have previously completed Entrance Loan Counseling with MATC must complete a Direct Loan Master Promissory Note (MPN)

Direct Loan Master Promissory Note (MPN) Instructions

- Go to studentloans.gov
- Click on Sign-In located under the Manage My Direct Loan box
- Enter your social security number, first two characters of your last name, date of birth and PIN
- Click on Complete Master Promissory Note link
- Click on type of loan you would like to receive
- Enter your personal information
- Enter the school state and school name information
- Enter your personal reference information
- Read all sections of the MPN terms and conditions
- Click on the box stating you have reviewed the information about the MPN
- Review personal, school and personal reference information
- Enter your name and click on the “Sign Box”

Please note, you do not need to print a copy of your MPN; your signature is authenticated when you click on the “Sign Box”

- You will receive an email from the US Department of Education confirming your MPN was received
- Click on HTML Version to view your MPN
- You may also click on “View PDF” to view your MPN in PDF format
- When you have completed the MPN process, close out of the web site