Instructions for completing federal Loan Counseling, Master Promissory Notes and PLUS Application processes.

Entering Students:
1. Read the information given on the following website and follow the instructions:
https://sfs.wustl.edu/Pages/Graduate-Loan-Requirements.aspx  Click on www.studentloans.gov and under “Manage My Direct Loan” hit the green button to sign in. This will take you to the Welcome to StudentLoans.gov page.

Note: If you do not have your FAFSA pin, visit the listed pin website. On the left side of the page, select Request a duplicate pin, provide the requested information and choose to Display your pin.

2. Follow the instructions given on the Welcome to StudentLoans.gov page. On the center column select Complete Entrance Counseling to complete this process.

3. Continuing down the list, select Complete Master Promissory Note.
   - On the middle of the page you will see Subsidized/Unsubsidized in blue print. Click on that title to complete a Subsidized/Unsubsidized Master Promissory Note.
   - (If awarded a PLUS loan) On the middle of the page you will see Graduate PLUS in blue print. Click on that title to complete a Graduate PLUS Master Promissory Note.

4. (If awarded a PLUS loan) On the center column, select Request a Direct PLUS Loan. Below the instructions on the center column, you will see Graduate PLUS in blue print. Click on that title to complete a Graduate PLUS loan application. The academic year and periods for this application should match the information provided on your award notification. A Graduate PLUS loan requested for the summer semester will have a period that extends from May until August. Graduate PLUS loans requested for both the fall and spring terms will have a loan period that extends from August till May. A fall semester loan period will be August through December. A spring semester loan period will be January through May. The amount of the loans you can request approval for can be either 1) the total dollar figure of Graduate PLUS loans accepted on your award notification or 2) the schools cost of attendance.

Returning Students:
1. Read the information given on the following website and follow the instructions:
https://sfs.wustl.edu/Pages/Graduate-Loan-Requirements.aspx  Click on www.studentloans.gov and under “Manage My Direct Loan” hit the green button to sign in. This will take you to the Welcome to StudentLoans.gov page.

Note: If you do not have your FAFSA pin, visit the listed pin website. On the left side of the page, select Request a duplicate pin, provide the requested information and choose to Display your pin.

2. On the left side of the page under My Loan Documents, 2nd item down you will see “Completed MPNs.” Click on this item and verify that all of your Subsidized/Unsubsidized and Graduate PLUS Master Promissory notes have been completed. If either of these are not on file and listed on your award letter, on the left hand side of the page under Master Promissory Note, 1st item down you will see “Complete MPN.” Select this item and complete the appropriate MPN listed on the middle of the page. Otherwise continue to step 3 below.

3. On the left side of the page under PLUS Loan Process, 1st item down select “Request PLUS loan” and on the center column below the instructions you will see Graduate PLUS in blue print. If you were awarded a PLUS loan, click on that title to complete a Graduate PLUS loan application. Additional instructions can be found above on step 4.