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

All Students:

A) Please review the Federal Loan Comparison Chart and Enrollment Status information provided at this website– https://sfs.wustl.edu/Pages/Graduate-Loan-Requirements.aspx

B) Click on www.studentloans.gov and select the green button to sign in with your FSA log-in and password. This will take you to MY HOME PAGE.

Note: If you do not have your FSA log-in (follow the directions to create and account and link your past PIN to your newly created FSA account)

Entering Students:

1. On MY HOME PAGE, under the I want to column: Select Complete Loan Counseling and then choose “Entrance Counseling.” Click on the START button to begin the loan counseling. Once this step has been completed, on the top right hand side of the page, select MENU, My Account, My Home page to return to MY HOME PAGE.

2. Continuing down the list under I want to: select Complete Loan Agreement (Master Promissory Note)

   • On the middle of the page you will see MPN for Subsidized/Unsubsidized Loans. Click on the START button complete a Subsidized/Unsubsidized Master Promissory Note. Click on the START button to begin the promissory note. Once this step has been completed, on the top right hand side of the page, select MENU, My Account, My Home page to return to MY HOME PAGE.

   • (If awarded a PLUS loan) On the middle of the page you will see PLUS MPN for Graduate/Professional Students. Click on the START button to begin the promissory note. Once this step has been completed, on the top right hand side of the page, select MENU, My Account, My Home page to return to MY HOME PAGE.

3. (If awarded a PLUS loan) On the center column, select Apply for a PLUS Loan. Below the instructions on the center column, you will see Complete PLUS Request for Graduate/Professional Students. Click on that title to complete a Graduate PLUS loan application. Under Award Year, select 2016-17. Under Loan Amount Requested, select either “The School’s Cost of Attendance” or type in the dollar amount accepted on your award notification. Under Loan period, please choose one of the following:

   • Summer period- May 2017 - August 2017
   • Fall/Spring combination period- August 2017 -May 2018
   • Fall period only- August 2017- December 2017.
   • Spring period only- January 2018 - May 2018.

Returning Students:

1. On the left side of the page under My Loan Documents, second item down you will see Completed MPNs. Click on this item and verify that the Subsidized/Unsubsidized and Graduate PLUS Master Promissory notes have been completed for Washington University in St. Louis. If either of these are not on file, on the left hand side of the page under Master Promissory Note, select Complete MPN and follow the instructions provided to complete the appropriate document(s). Otherwise continue to step 2 below.

2. (If awarded a PLUS loan) On the left side of the page under PLUS Loan Process, first item down select “Apply for a Direct PLUS loan” and on the center column below the instructions you will see Complete PLUS Request for Graduate/Professional Students. 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 3.