

FEDERAL DIRECT LOAN APPLICATION PROCESS

EVERY STEP BELOW MUST BE COMPLETED TO RECEIVE YOUR LOAN(S)

Step 1 – FSA User ID and Password Required

- Locate your FSA User ID and password (the one that you used to complete the FAFSA). You can create or edit your FSA User ID and Password at www.studentaid.gov. If you need assistance with this process, please call 1-800-557-7394

Step 2 – Complete Entrance Counseling

- Please go to www.studentaid.gov and click on “Complete Aid Process” then Click on “Complete Entrance Counseling”
- Click the “Log In to Start” button, and provide your FSA User ID and Password
- Select schools to notify and student type, as undergraduate or graduate student, continue with session
- Online entrance counseling sessions usually take about 20-30 minutes to complete
- Please continue to the next step below – you are **not** finished!

Step 3 – Complete Master Promissory Note (MPN)

- Continue on the www.studentaid.gov website. If you have logged out click the “Log In” button and provide your FSA User ID & Password
- Then click "Complete a Master Promissory Note (MPN)" under “Complete aid Process”.
- Enter in the requested personal information and choose West Virginia Wesleyan as the school
- Enter in two (2) references that have known you three (3) years or longer. You will need to know their name, address, and phone number. Your two references **cannot** have the same address
- Read the required screens, electronically sign it, and view the MPN. You are **not** finished!
- You must then click the submit button
- You will then receive a confirmation page congratulating you on completing your MPN. You must receive this congratulations page in order for the Financial Aid Office to process the MPN
- Success! You are finished. We will receive your information in approximately 24 hours. Thank you!

CONTACT INFORMATION FOR STUDENTS & PARENTS

Direct Loan Information

www.studentaid.gov

Student Loan Support Center

(800) 557-7394

Federal Student Aid Programs

(800) 4-FED-AID (800-433-3243)

www.studentaid.gov

WVWC – Financial Aid Office

59 College Avenue

Buckhannon, WV 26201

Phone: (304) 473-8080 or (800) 343-2374

Fax: (304) 473-8824