

# OXY Occidental College

## Office of Financial Aid

### FEDERAL DIRECT LOAN ENTRANCE COUNSELING & MPN INSTRUCTIONS

Occidental College - Office of Financial Aid - 1600 Campus Road F-35 - Los Angeles, CA 90041  
323.259.2548 (phone) - [finaid@oxy.edu](mailto:finaid@oxy.edu) - [www.oxy.edu/financial-aid](http://www.oxy.edu/financial-aid)

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These instructions will guide you in completing your Entrance Counseling and Master Promissory Note (MPN) for your **Federal Direct Subsidized Loan** and/or your **Federal Direct Unsubsidized Loan** only. You will need your FSA ID. To create an FSA ID go to: <https://studentaid.gov/fsa-id/create-account>. **These requirements must be completed by the student borrowing the loan, not the parent(s).**

These instructions do not apply to the **Oxy No Interest Loan** or **Oxy Low Interest Loan**. Instructions for completing documents for those loans are available online.

#### COMPLETE ONLINE ENTRANCE COUNSELING

Borrowing money to pay for college is an important responsibility. Before you take out a student loan, you must understand the basic principles of borrowing, including your rights and responsibilities. At Occidental College this counseling is conducted online so you can focus on the important aspects of funding your education with a student loan.

1. Go to: [www.studentaid.gov](http://www.studentaid.gov).
2. Hover over "Loans and Grants" and select "Loan Entrance Counseling" from the dropdown.
3. At the "I am an Undergraduate Student" select "Log in to Start"
4. Log in with your FSA ID.
5. Once you have logged-in, click on "Start" to complete Entrance Counseling.
6. Under "Add School to Notify," use the drop down options to select "California" for the state and "Occidental College" for the school.
7. Complete steps 1-5. Print the Counseling Verification page for your records. The Office of Financial Aid will receive an electronic confirmation within 24-hours.

#### SIGN YOUR MASTER PROMISSORY NOTE

When you borrow money, you must make a promise to repay the money loaned to you; you do this by signing a promissory note. This document will outline the legal obligations you have for repaying this money.

1. Go to: [www.studentaid.gov/mpn/](http://www.studentaid.gov/mpn/).
2. Hover over "Loans and Grants" and select "Master Promissory Note (MPN)" from the drop down.
3. Once you have logged-in, complete steps 1-5.
4. Print or download the signed Master Promissory Note for your records. The Office of Financial Aid will receive an electronic confirmation within 24 hours.

#### HELPFUL INFORMATION

- If you have questions regarding your loan, please feel free to contact the Office of Financial Aid via e-mail at [finaid@oxy.edu](mailto:finaid@oxy.edu) or by phone at (323) 259-2548.
- For help on the [studentaid.gov](http://studentaid.gov) website, contact the Student Loan Support Center at 1-800-433-3243.