

## ONLINE MASTER PROMISSORY NOTE (MPN) and LOAN ENTRANCE COUNSELING GUIDE FOR STUDENT LOAN BORROWERS

In response to your acceptance of a Federal Direct Student Loan, UNLV Student Financial Services provides the following information to expedite your student loan application.

**Review each section before moving to the next.**

### SECTION 1: Your Student Loan Decision

You have accepted a Federal Direct Student Loan. You are required to complete a Master Promissory Note (MPN) and Loan Entrance Counseling to finalize your loan acceptance. A **Notice of Loan Disclosure** will be sent to you outlining the type of loan, the amount of loan, and the anticipated disbursement dates associated with your MPN. Anytime you or UNLV adjusts the amount of your loan, a new disclosure will be sent to you. We strongly encourage you to keep for your records all disclosure statements.

There is no loan amount shown on your *Online Master Promissory Note*. By electronically signing the MPN, you are authorizing UNLV to credit your tuition account with the amount of Federal Direct Loan funds you accepted on your Award Confirmation or another written statement. Please refer to your Award Confirmation and other documents you have on record for the amount you are borrowing.

You have a strong influence over the amount you borrow. You may elect to reduce or cancel the amount of loan you want to borrow by completing an **Award Revision Form** available at Student Financial Services. You may also fax or deliver a signed statement to reduce or cancel your student loan amount.

### SECTION 2: Your Preparation For Sections 3 and 4

To simplify your UNLV Federal Student Loan process, gather the required documents and other information before proceeding. You will need your U.S. Department of Education PIN to confirm your identity. If you do not have a PIN, please visit the U.S. Department of Education's PIN site at **[www.pin.ed.gov](http://www.pin.ed.gov)** to obtain one.

To complete your MPN online, you will be asked to provide your full legal name, address, school name and social security number. Additional information will include your permanent address, driver's license number and state, e-mail address (if you have one), and telephone number. You will also be asked to provide the names, complete addresses, and telephone numbers of two references who have known you for at least three years. One reference should be a parent or legal guardian. UNLV's Federal School Code is 002569.

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## SECTION 3: Your Federal Student Loan Online Entrance Counseling

Federal regulations require that you complete student loan debt counseling ***if you are receiving a federal student loan for the first time as a UNLV student.*** This counseling will provide critical information about the student loan programs and the student loan delivery system. You are required to complete **Online Entrance Counseling and the Online Master Promissory Note (MPN) BEFORE** your federal student loan funds will be released for payment to your fee account.

- STEP 1** ON THE WEB:
- Go to <http://financialaid.unlv.edu>
  - From the Information column, click on LOAN COUNSELING
  - Click on ENTRANCE COUNSELING LINK
  - On the Federal Student Aid website---Click on ENTRANCE COUNSELING
- STEP 2** Complete the ***Direct Loan Entrance Counseling*** which will take approximately 20-30 minutes. Be certain to follow all instructions and to print any and all sections for your records if you desire. You will need to use your full legal name, Social Security Number, and date of birth where applicable. **To send your results to UNLV, type in Las Vegas for school name then click on Search. You can then select University of Nevada Las Vegas from the search results.**
- STEP 3** **NO PAPER NEEDED:** When you have successfully completed the online counseling, UNLV Student Financial Services will retrieve confirmation via the web and update your financial aid record within 5 working days. There is no need to submit paper confirmation to UNLV Student Financial Services.
- STEP 4** **OPTIONAL:** You may print a copy of the student borrower's ***Rights & Responsibilities Checklist*** for your records.
- STEP 5** Refer to **SECTION 4** of this Guide for Online Master Promissory Note (MPN) instructions. **Your loan will not pay unless you have completed BOTH Online Entrance Counseling and the Online Master Promissory Note.**

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## SECTION 4: Your Online Master Promissory Note (MPN)

Complete your MPN easily and conveniently **online**. This service was developed for you to expedite your student loan funds. **Important:** You will need your Federal PIN Number as noted in **SECTION 2**.

- STEP 1** ON THE WEB:
- Go to <http://financialaid.unlv.edu>
  - From the Information column, click on MASTER PROMISSORY NOTE ONLINE!
- STEP 2** Select ***What To Expect*** (left screen options) and print this page to assist you with collecting the required information before starting the electronic MPN process.
- STEP 3** Select ***Complete New MPN FOR STUDENT LOANS*** (left screen options). Follow the instructions and complete your online MPN. Completing the MPN will take approximately 30 minutes. You will need to provide the names, complete addresses, and telephone numbers of two references who have known you for at least three years.
- STEP 4** **NO PAPER NEEDED:** Review, sign, and confirm your MPN. UNLV Student Financial Services will retrieve confirmation via the web and update your financial aid record within 5 working days. There is no need to submit paper confirmation to UNLV Student Financial Services.
- STEP 5** **OPTIONAL:** You may print a copy of your MPN for your records.

Borrowing money is a responsibility. Be sure you have read the UNLV Student Financial Assistance Guidebook, it is available online at <http://financialaid.unlv.edu>. If you have questions after reading the guidebook and completing the loan entrance counseling, the Student Financial Services Counseling Staff is available to assist you. Please call (702) 895-3424 if you have questions or concerns or stop by the office for assistance.

### NOTES:

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## SECTION 5: Your Lender Contact Information

If you received a UNLV Federal Subsidized or Unsubsidized Loan for the period beginning fall 1995 to the present, please go to the Direct Loan Servicing Center website ([www.dlssonline.com](http://www.dlssonline.com)) to confirm amounts borrowed and owed.

**Direct Loan Servicing Center (DLSC)  
Borrower Services  
P.O. Box 4609  
Utica, NY 13504-4609  
(800) 848-0979  
<http://www.dlssonline.com>**

If you received a UNLV Federal Perkins Loan during any college semester, you should contact the UNLV Bursar's Office to confirm amounts borrowed and owed.

**UNLV Bursar's Office  
4505 Maryland Parkway  
Box 451015  
Las Vegas, NV 89154-1015  
(702) 895-3823**

If you received federal loans at another institution before or after you attended UNLV, please visit the National Student Loan Data System (NSLDS) website ([www.nslds.ed.gov](http://www.nslds.ed.gov)) to confirm amounts borrowed and owed. You may also contact the financial aid office at your former institution(s) with any questions you may have about the information they have reported on NSLDS.

\*\*\*\* You may update the spaces below for your record. Note example for model. \*\*\*\*

<u>Loan - School</u>	<u>Semester</u>	<u>I borrowed...</u>	<u>I owe...</u>	<u>Loan Status</u>
Example Perkins - UNLV	Fall 2000	\$ 3000.00	\$ 3000.00	Deferred
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____