



## Instructions for Entrance Counseling

Entrance counseling is an online tutorial that provides detailed information about costs, budgeting, interest, and timelines. Entrance counseling is required for all first-time student borrowers. This process requires the borrower's social security number and a Federal Student Aid User ID and password. To request a new or duplicate Federal Student Aid User ID visit <https://studentaid.gov/>. Instructions are provided below. Please allow 45 minutes to complete this session.

### Instructions for Entrance Counseling

First, visit <https://studentaid.gov/> and click the "In School" Tab

- ✓ Sign in using the information requested. Note that the sign-in information must match the information listed on the student's FAFSA.

Under "Popular Topics," select "Complete Loan Entrance Counseling"

Select the Undergraduate Students or Graduate/Professional Students Tab to begin.

- ✓ You will see the Entrance Counseling Overview, select continue.
- ✓ Choose Alvernia University from the dropdown box, and click continue
- ✓ Your previous borrowing history appears. You must confirm this amount by entering it into the box.
- ✓ There will be six sections to complete.

Section One: Estimate the Cost of Your Education

- ✓ Learn about direct and indirect costs, and how managing your education costs can ultimately reduce your student loan burden. This will give you your estimated Cost of Attendance.

Section Two: Paying for Your Education

- ✓ Learn what options are available for paying for your education, including sources of aid you do not have to repay, and student loans.

Section Three: Federal Student Loans

- ✓ Understand what federal loans are, how they work, and your rights and responsibilities if you accept them.
- ✓ Short Quiz

Section Four: How Much You Can Expect to Borrow

- ✓ Learn how interest accrues, capitalizes, and contributes to your total debt burden
- ✓ Short Quiz

Section Five: Prepare for Repayment after School

- ✓ See how your loan servicer can help you, whether your payment will likely be affordable, and which repayment plans are available to you.
- ✓ Short Quiz

Section Six: Consequences of Not Repaying Your Federal Student Loans

- ✓ Learn What happens when you miss a payment, how to avoid default, and what the consequences of default are.

To Complete:



# Master Promissory Note and Entrance Counseling Federal Student Aid Programs

Student Financial Services

400 Saint Bernardine St, FH 203  
Reading, PA 19607  
610-796-8201 / 610-796-8336 FAX  
[sfs@alvernia.edu](mailto:sfs@alvernia.edu)

- ✓ After clicking "Submit," your confirmation page appears. You can log back in at any time to view the information on this page.
- ✓ Please allow 72 hours for AU to process your electronic counseling. **Check that the document was received on your MyAlvernia.** If you have questions, contact the Office of Student Financial Planning.

## Instructions for Master Promissory Note

The Master Promissory Note is your agreement to repay your loan. It is required for all first-time borrowers. This process requires the student's social security number and a Federal Student Aid User ID and password. Please allow approximately 25 minutes to complete the session.

First, visit <https://studentaid.gov/> and click the "In School" Tab

- ✓ Sign in using the information requested. Note that the sign-in information must match the information listed on the student's FAFSA.

Under "Popular Topics," select "Complete a Loan Agreement (Master Promissory Note/MPN)"

Select the Undergraduate Students or Graduate/Professional Students Tab to begin.

Step One: Information

- ✓ Fill in the requested fields about yourself and add Alvernia. Remember, the information must match what is listed on the FAFSA.

Step Two: References.

- ✓ Enter information for two loan references with different U.S. addresses and who have known you for at least 3 years and click "Submit."

Step Three: Agreements

- ✓ Take your time to read through the four sections of loan terms and conditions. When you are finished, click "continue."

Step four: Review and Sign.

- ✓ If all of your information is correct, click the box and sign your name. Scroll down and click "submit."

To Complete:

- ✓ After clicking "Submit," your confirmation page appears. You can log back in at any time to view the information on this page.
- ✓ Please allow 72 hours for AU to process your MPN. **Check that the document was received on your MyAlvernia.** If you have questions, contact the Office of Student Financial Planning.