Steps to Completing the Federal Stafford Loan Master Promissory Note (MPN)


[2] Use the **Student** information to log in.

[3] Select the **Complete Master Promissory** link.

[4] Select the **Subsidized/Unsubsidized** link.


[6] Select the school you plan to attend.

[7] Enter two references with **separate** addresses.

[8] Carefully read each section of the MPN.

[9] Certify that you have reviewed the information.


Failure to complete the all the correct and necessary documents will delay processing of student loans. Please note that it takes up to 24 hours for Master Promissory Notes to be reported to the school.

If you have any questions, please call us at 1-888-4-CHOWAN.
Steps to Completing the Stafford Loan Entrance Counseling


[2] Use the Student information to sign in.

[3] Select the **Complete Counseling** link.

[4] Click the “**Start Entrance Counseling**”.

[5] Select the **state** and **name** of schools to notify.

[6] Select Option 1 “I am completing ... undergraduate student.” Then click **Continue**.

[7] Below is a screenshot of the first page.

[8] Make sure to complete both tabs of “Managing your Spending” and “Plan to Repay.”

[9] Once you “Submit Counseling”, you will see this:

**Failure to complete the all the correct and necessary documents will delay processing of student loans. Please note that it takes up to 24 hours for Entrance Counseling to be reported to the school.**

If you have any questions, please call us at 1-888-4-CHOWAN.