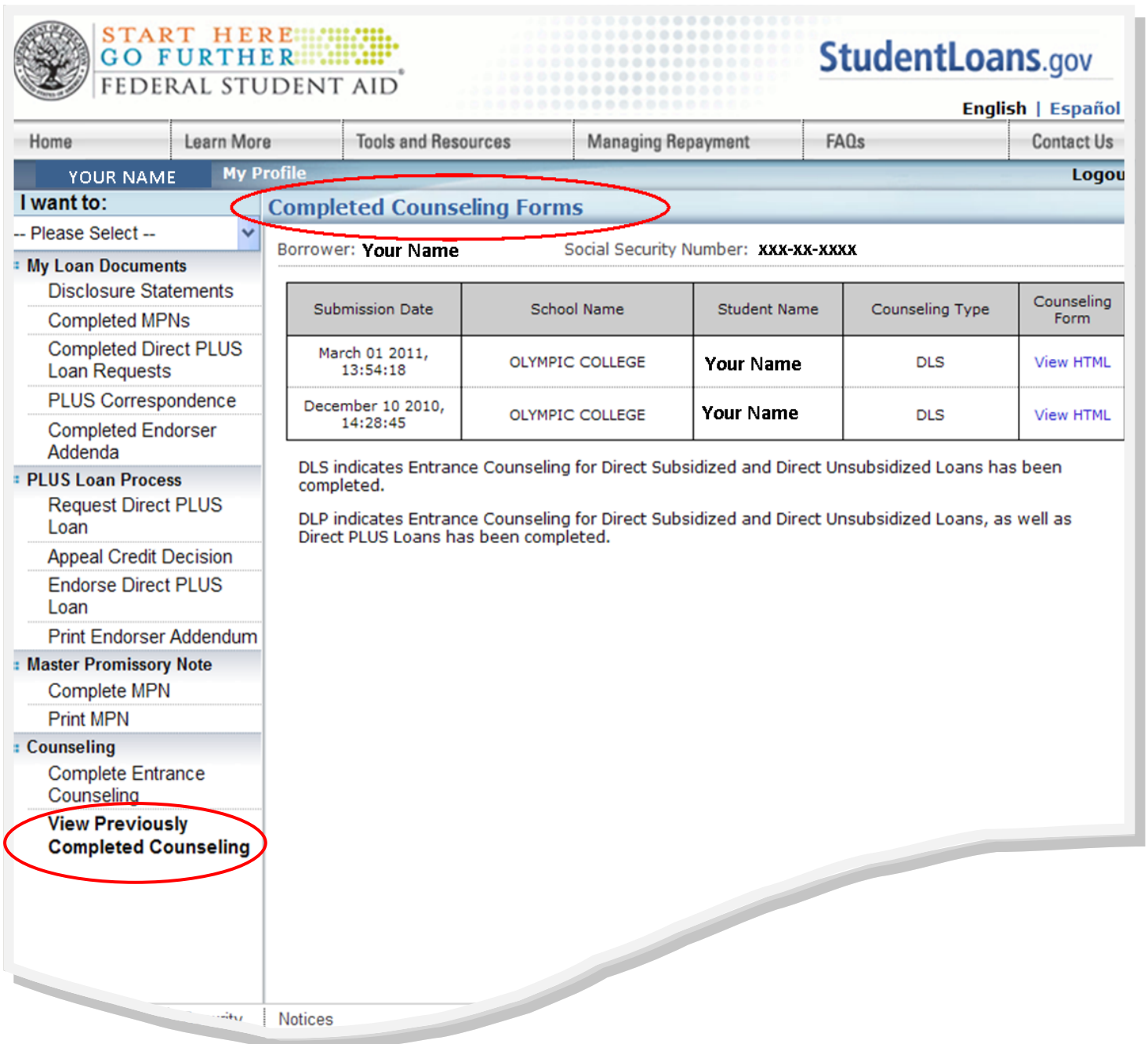


## LOAN DOCUMENTATION GUIDELINES

Loan processing requires that the student visit <https://studentloans.gov/> to complete the necessary steps for receiving a student loan. Each student applying for loans will need to submit a **Loan Request Form**, the **Online Entrance Counseling**, and a **Master Promissory Note**. Without the proper documentation, we cannot process your loan request. See below.

**1.** Online Entrance Counseling. The Online Entrance Counseling documentation you submit must show a completion date.

*For example:*



The screenshot shows the StudentLoans.gov website interface. At the top, there is a navigation bar with links for Home, Learn More, Tools and Resources, Managing Repayment, FAQs, and Contact Us. Below this is a user profile section for 'YOUR NAME' with a 'My Profile' link and a 'Logout' button. A dropdown menu is open, showing 'I want to:' with 'Completed Counseling Forms' selected and circled in red. The left sidebar contains a list of options: My Loan Documents, PLUS Loan Process, Master Promissory Note, and Counseling. The 'Counseling' section has 'View Previously Completed Counseling' circled in red. The main content area displays the borrower's name and Social Security Number, followed by a table of completed counseling forms.

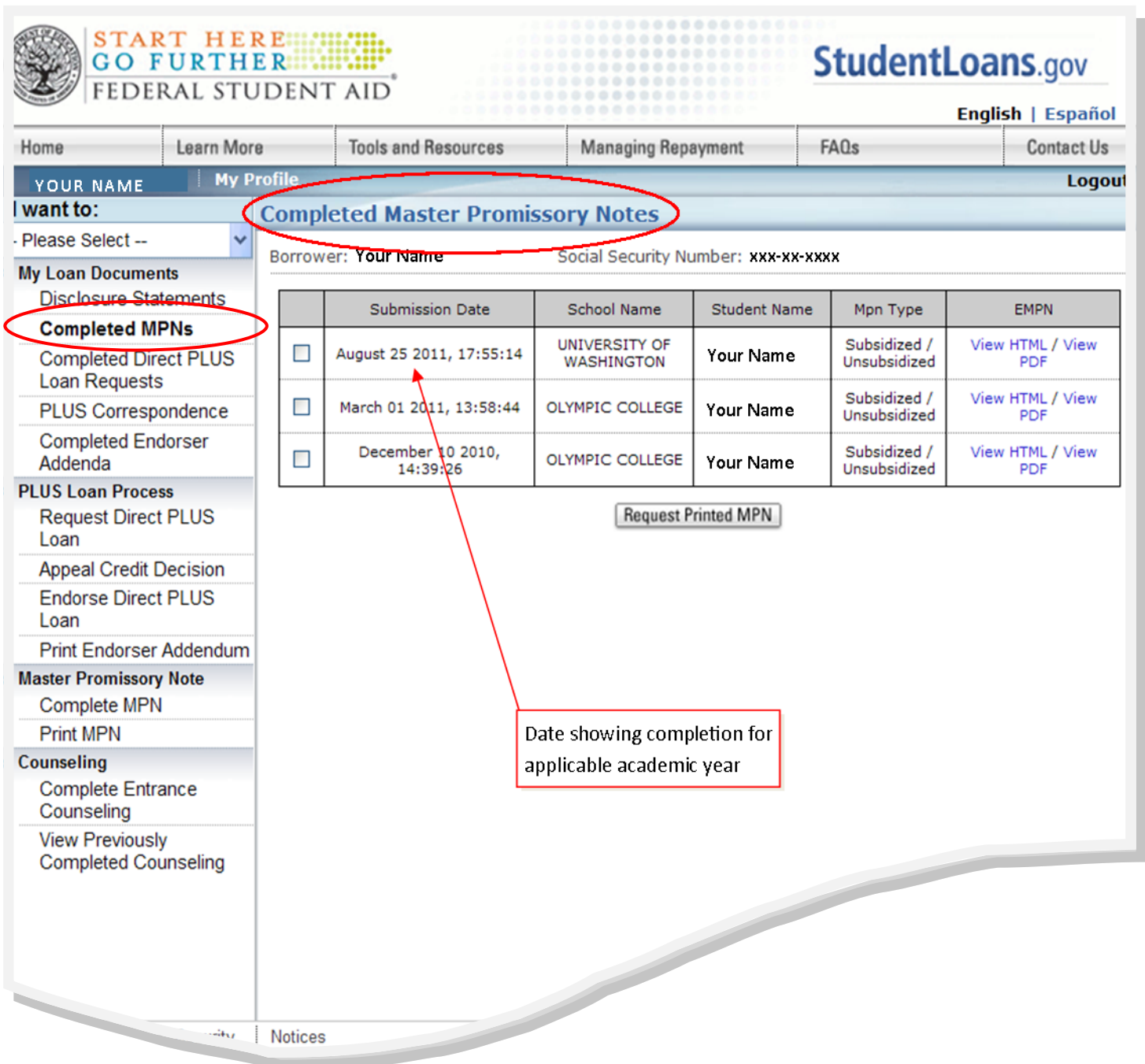
Submission Date	School Name	Student Name	Counseling Type	Counseling Form
March 01 2011, 13:54:18	OLYMPIC COLLEGE	Your Name	DLS	<a href="#">View HTML</a>
December 10 2010, 14:28:45	OLYMPIC COLLEGE	Your Name	DLS	<a href="#">View HTML</a>

DLS indicates Entrance Counseling for Direct Subsidized and Direct Unsubsidized Loans has been completed.  
 DLP indicates Entrance Counseling for Direct Subsidized and Direct Unsubsidized Loans, as well as Direct PLUS Loans has been completed.

## LOAN DOCUMENTATION GUIDELINES

Loan processing requirements continued...

- 2. Master Promissory Note.** The master promissory note cannot be handwritten in any way. You can find the confirmation page under the **sidebar menu**, by clicking on **“Completed MPN’s”**  
**For example:**



The screenshot shows the StudentLoans.gov website. In the left sidebar, under 'My Loan Documents', the 'Completed MPNs' link is circled in red. A red arrow points from this link to a table of completed Master Promissory Notes. The table has columns for Submission Date, School Name, Student Name, Mpn Type, and EMPN. The first row shows a submission on August 25, 2011, at 17:55:14 for the University of Washington. A red box highlights the date, with a note: 'Date showing completion for applicable academic year'. Other rows show submissions from Olymptic College in March 2011 and December 2010. A 'Request Printed MPN' button is located below the table.

	Submission Date	School Name	Student Name	Mpn Type	EMPN
<input type="checkbox"/>	August 25 2011, 17:55:14	UNIVERSITY OF WASHINGTON	Your Name	Subsidized / Unsubsidized	<a href="#">View HTML / View PDF</a>
<input type="checkbox"/>	March 01 2011, 13:58:44	OLYMPIC COLLEGE	Your Name	Subsidized / Unsubsidized	<a href="#">View HTML / View PDF</a>
<input type="checkbox"/>	December 10 2010, 14:39:26	OLYMPIC COLLEGE	Your Name	Subsidized / Unsubsidized	<a href="#">View HTML / View PDF</a>