



# GENEVA COLLEGE

## Student Financial Services

3200 College Avenue  
Beaver Falls, PA 15010  
724.847.6530  
Fax: 724.847.6776  
Email: sfs@geneva.edu

### Entrance Counseling and MPN Instructions

**This two-step process is to be completed by the student only. It is against federal regulations for anybody other than the student to complete this process.**

#### **Step 1: Entrance Counseling:**

- Go to [studentaid.gov](http://studentaid.gov)
- Click the Complete Aid Process dropdown
- Select Complete Entrance Counseling
- Click the blue Log In button
- Enter your student FSA ID Username or E-mail address and FSA ID Password
- Click the "Start" button
- Under the "Select School to Notify" enter the State- PA and School Name- Geneva College
- Click "Notify this School"
- Select your "Student Type"—Undergraduate or Graduate. (Click the ? if you are unsure which to choose. )
- Read each paragraph and answer the questions. Please be aware, you may need your Financial Aid Information to answer the questions.

This is a requirement set by the Federal Government, explaining the loan program and your rights and responsibilities. The session will take about thirty minutes to complete. It is not necessary to print a copy of your Entrance Counseling for Geneva College. The Department of Education will notify Geneva College electronically that the Entrance Counseling has been completed.

#### **Step 2: Master Promissory Note:**

- Go to [studentaid.gov](http://studentaid.gov)
- Click the Complete Aid Process dropdown
- Select Complete Master Promissory Note
- Click the blue Log In button next to the MPN you need to complete ( Subsidized/Unsubsidized Loans, OKUS MPN for Graduate/Professional Students, or PLUS MPN for Parents.
- Enter your student FSA ID Username or E-mail address and FSA ID Password
- Click the "Start" button
- Enter your Driver's License, Address, Telephone, and Email Information
- Under the School Information enter the School State- PA and School Name- Geneva College
- Click Continue
- Enter Reference Information this includes the Name, Address, Telephone Number and Relationship to the Student of two people the student has known for at least 3 years. One reference should be a parent or legal guardian.
- Click Continue
- Review the Reference Information and click Continue
- Read over all the loan Terms and Conditions
- Read the statement and click the acknowledgement box under the "Sign and Submit" section
- Then, enter your First Name, Middle Initial, and Last Name
- Click Sign and Submit
- Click View, save a copy of your completed MPN for your records. It is not necessary to print a copy of your MPN for Geneva College, we will be notified electronically. There is no loan amount on this Master Promissory Note. The amount for which you are eligible is listed on your Financial Aid Notification.