



Follow these steps to receive your financial aid!

- **Award Letter:** *(All aid recipients.)* Please read and sign your enclosed Award Letter, which is printed on UWS letterhead. Read both sides of the letter carefully. Return one signed copy to the Financial Aid Office, and keep the other copy for your records.

- **Direct Loan Entrance Counseling and Master Promissory Note:** *(New UWS Direct Loan borrowers only.)* You must complete an Entrance Counseling session and a Master Promissory Note before receiving Direct Loan funds.
 - a. To complete the Direct Loan Entrance Counseling session, please be prepared to spend 20-30 minutes, and go to StudentLoans.gov, sign in using your 4-digit Federal PIN (same as the FAFSA PIN—go to www.pin.ed.gov if you have forgotten it), click on “Complete Entrance Counseling,” and select “I am completing entrance counseling in order to receive loans as a *graduate or professional student.*”
 - b. From StudentLoans.gov, select “Complete MPN” (under the “Master Promissory Note” heading) and click on “Subsidized/Unsubsidized” as your loan type. The entire MPN process must be completed in a single session lasting no more than 30 minutes. Be prepared to provide reference information (address, phone, etc.) for two people who have known you for at least 3 years.

- **Perkins Loan Entrance Counseling and Master Promissory Note :** *(New UWS Perkins Loan borrowers only—check your award letter to see if “Perkins” is listed.)* You must complete an Entrance Counseling session and a paper Master Promissory Note before receiving Perkins Loan funds.
 - a. Please go to www.mappingyourfuture.org/pe to complete your entrance counseling requirement.
 - b. Please complete the top section of the enclosed Perkins Loan Master Promissory Note, sign and date at the bottom of the form, and return it to the Financial Aid Office with your signed Award Letter.

- **Grad or Parent PLUS application (if necessary):** If you have decided to borrow a PLUS loan, please complete the enclosed application and follow the steps outlined on the application form.