Instructions for Direct Student Loan Borrowers and Direct Parent PLUS Loan Borrowers

*You will need a Department of Education PIN to complete the following items. This is the same PIN used to complete the FAFSA. If you do not have a PIN you may apply for one at www.pin.ed.gov.

* Previous Direct Loan borrowers transferring to West Liberty University must complete the Entrance Counseling as outlined in the student section.

*This information is mailed to all students. If you are not a first time borrower or you have already completed these items you may disregard these instructions.

FOR STUDENT BORROWERS:
(Student PIN required)

1. As a first time borrower in the William D. Ford Direct Loan Program you are required to complete an entrance counseling session and a Master Promissory Note.
2. You may complete both of these requirements at www.studentloans.gov.
3. Under Managing My Direct Loan click Sign In and enter the required information.
4. Once logged in you will need to complete the Entrance Counseling and Master Promissory Note.

*IMPORTANT NOTE: If you are receiving this information at your campus mailing address and your parent is a first-time PLUS Loan borrower in the Direct Loan Program, you must communicate the information below so they can complete the MPN for their Loan.

FOR PARENT BORROWERS:
(Parent PIN required)

1. As a first time parent PLUS Loan borrower you must complete a Master Promissory Note (MPN).
2. You may complete this requirement at www.studentloans.gov
3. Under Managing My Direct Loan click Sign In and enter the required information (this will be the Parent borrower's information).
4. Once logged in you will need to complete the Master Promissory Note.

*If you have questions regarding your Direct Loan Entrance Counseling or Master Promissory Note please contact the Financial Aid Office at 304-336-8016.

**If you are FIRST TIME Perkins Loan Borrower Please Read the Instructions on the Reverse Side.**
The Electronic Procedure for the Perkins Loan is as follows:

NOTE: Your FAFSA PIN is required to complete this process. If you do not have a valid PIN, you must go to the Department of Education’s PIN site at http://www.pin.ed.gov

1. Log on to ECSI’s website at http://www.ecsi.net/prom26
2. Provide your Social Security Number, last name, and date of birth.
3. Provide your PIN when requested on the Student Authentication Network page.
4. Most pages require that you accept the terms by checking a box at the bottom of those pages.
5. You must provide complete reference information for yourself, next of kin and two additional references. Failure to complete all lines accurately will keep this loan from disbursing to your account.
6. PROMISSORY NOTE – Read completely. Electronically sign at the bottom of the promissory note page. The electronic signature includes a check off box plus your full legal name.

*If you have questions regarding your Perkins Loan promissory note or entrance interview please contact the Business Office at 304-336-8110.