

## Entrance Counseling and Master Promissory Note Instructions

Before your loan can be processed, you must complete two steps:

1. The Entrance Counseling
2. The Master Promissory Note (MPN)

### Step 1 ENTRANCE COUNSELING

1. Go to [Entrance Counseling](https://studentaid.gov) (studentaid.gov)
2. Click Log in and use the same sign in information from FAFSA.gov or click Create an account
3. Once you are logged in, a Warning box will pop up: please read it carefully and click Accept
4. Click on Complete Entrance Counseling  
Counseling session will take 20-30 minutes to complete. You must complete the counseling in a single session. You cannot save a partially completed counseling session.

### What you will need?

1. School Name: Cochise College
2. Details on your income, financial aid, and living expenses

Once you have submitted the Entrance Counseling, Financial Aid will receive an electronic notification that it was completed. Please allow 24 to 48 hours for processing time.

### Step 2 The Master Promissory Note (MPN)

1. Go to [Master Promissory Note](https://studentaid.gov) (studentaid.gov)
2. Sign into the web site with the same information as when you completed the Entrance Counseling
3. Once you are logged in, a Warning box will pop up: please read it carefully and click Accept
4. Complete the Master Promissory Note (MPN)

The Master Promissory Note (MPN) is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loan(s)

-You need to complete **MPN for Subsidized/Unsubsidized Loans**

1. Verify your information
2. References
3. Review and Edit
4. Sign and Submit

Once you have submitted the Master Promissory Note, Financial Aid will receive an electronic notification that it was completed. Please allow 24 to 48 hours for processing time.