

Directions to find and complete the Entrance Counseling and Master Promissory Note

1. Go to studentloans.gov and log in using PIN and login information.
2. After confirming personal information, select “Complete Counseling”
3. Select “Start” under the Entrance Counseling Column.
4. Select school information by choosing “Ohio,” “Hondros College,” and add school.
5. Select Counseling Type as Undergraduate and then the continue button.
6. It will now ask you a few questions on types of loans and loan repayment: Answer these.
7. The next section will look a little like this: (make sure drop down is changed to **Off-Campus**)
Click **Apply Expenses**

8. Here is an example of what the “Your Funds For the Year” tab will look like:

9. Continue to The next section after you have answered all questions about managing your spending.
10. The “Plan to Repay” Tab will ask you questions about repayment.

1. Before you can complete this section, make sure to enter your monthly income in the 2nd tab –here is an example:

2. Return to “Your Monthly Loan Payment” tab and continue with the questions.
11. Continue to section 4, “Avoid Default” and answer all questions. Once you have answered all questions correctly on Section 5, click “**Submit Counseling**”
12. You will now get a screen that says you have successfully completed Entrance Counseling and an overview of your estimated loan information

Master Promissory Note

1. Go to studentloans.gov and log in using pin and login information
2. Select Subsidized/unsubsidized
3. Enter in the information requested on the next page
4. You will then enter information of 2 references.
5. Read through and review all terms and conditions.
6. Sign and Submit Your Master Promissory Note

Both documents are vital to the completion of your Financial Aid process. Without the above documents Financial Aid will not be able to get loan funds from the Department of Education and may lead to the student receiving a bill for the current quarter.