Instructions to complete Promissory Note & Loan Entrance Counseling for Student Loan Borrowers and Instructions for Parent PLUS Loan Borrowers

Student Borrowers:

- First go to the www.studentloans.gov web site.
- On the home page click on the green “Sign In” button. (Note: if you have any problems with the website you are using please try another browser)
- You will need to use your FAFSA PIN (soon to be FSA ID) to log in and complete this process.

Step One:

- Select “Complete Master Promissory Note” from the welcome page menu.
- From the next list choose the type of loan(s) you are borrowing. Students will select Subsidized/Unsubsidized.
- Complete the on screen instructions to the end. You will be informed on the screen and via email, that your promissory note has been successfully completed.

Step Two:

- Use the same web site to complete your loan entrance counseling (new borrowers only).
- You will select “Complete Counseling” from the welcome page menu.
- Again select “Entrance Counseling” (not the Financial Aid Awareness Counseling) and follow the on screen instructions.

*NOTE: This process takes about 30 minutes to complete so you will want to be sure you have ample time to finish it. You can not save it and go back later to finish.

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Parent PLUS Loan Borrowers: (The following steps must be completed by the parent borrower)

- First go to the www.studentloans.gov web site.
- On the home page click on the green sign in button. (Note: if you have any problems with the website you are using please try another browser)
- Your parent will need to use their FAFSA PIN (soon to be FSA ID) to log in and complete this process.

Step One:

- Select “Complete Master Promissory Note” from the welcome page menu (not “Request a Direct PLUS Loan”).
- From the next list choose, “Parent PLUS”.
- Follow the screen instructions to the end. When your parents are informed that the promissory note was successfully completed, log off. (Parent borrowers do not need to complete Entrance Counseling unless contacted by the Department of Education due to special circumstances such as, PLUS Loan applicants who are determined to have an adverse credit history, but who qualify for a PLUS Loan by documenting extenuating circumstances or by obtaining an endorser).

Step Two:

- Complete the “2015-2016 PLUS Loan Pre-Application” provided by our office or print this form at the JSC website on our Financial Aid Forms and Resources page.
- IMPORTANT: The submission of this form is the only way we know the amount a parent wants to borrow. The loan cannot be processed if this form is not submitted to our office.
- Return the form to Office of Student Financial Services at the address below or you may fax it to us.

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