



Word of Life Bible Institute
A Great Place To Start

To apply for Stafford Loans:

1. Select “Stafford Loan Application”
2. Select the green “Sign In” button.
Enter the following information:
 - a. Social Security Number
 - b. First Two Characters of Last Name
 - c. Date of Birth
 - d. PIN Number (the one you used to sign the FAFSA)
3. Once you have logged in, Select “Complete Entrance Counseling” on the first page, and then continue through the Entrance Counseling
4. Once the Entrance Counseling has been completed, select “Complete MPN” (on the left side of the page).
5. On the next screen, choose “Subsidized/Unsubsidized”
6. Once completed, you will receive a message saying that it will be forwarded to the school within 24 hours. Check with the Financial Aid Office in about a week if you haven’t heard anything.

To apply for Parent Plus Loans:

1. Then select “Parent Plus Loan Application”
2. Select the green “Sign In” button.
Enter the following information: (Please note- sign in with your information, **not** your student’s information):
 - a. Social Security Number
 - b. First Two Characters of Last Name
 - c. Date of Birth
 - d. PIN Number (the one you used to sign the FAFSA.)
3. Once you have logged in, select “Request a Plus Loan” then “Parent Plus” on the next screen.
4. Once completed, you will receive a message saying that it will be forwarded to the school within 24 hours. Check with the Financial Aid Office in about a week if you haven’t heard anything.

To Complete Entrance Counseling:

1. Select “Entrance Counseling”
2. Select the green “Sign In” button.
Enter the following information:
 - a. Social Security Number
 - b. First Two Characters of Last Name
 - c. Date of Birth
 - d. PIN Number (the one you used to sign the FAFSA)
3. Once you have logged in, Select “Complete Entrance Counseling” on the first page, and then continue through the Entrance Counseling
4. Once you complete this, you should receive a message saying that it will be forwarded to the school within 24 hours.

To Complete Exit Counseling:

1. Select “Exit Counseling”. A new window will open where you will again need to select “Exit Counseling”.
2. Follow all steps.
3. Once you complete this, you should receive a message saying that it will be forwarded to the school within 24 hours.

Pin Retrieval (if you don’t know/ can’t remember your PIN)

1. In the “Sign In” box (on the Student Loan Website) is a link for “PIN site”. Click on this and it will bring up another window.
2. Select “Request a duplicate Pin” from the menu on the left side of the screen
3. Enter the information- if everything is correct, it will give you the option to view your pin.