

Master Promissory Note Instructions

Go to: <https://studentloans.gov>

1. To get started, select the large green "Log In" button. (Enter your FSA ID to sign in)

The screenshot shows the StudentLoans.gov homepage. At the top, there are logos for Federal Student Aid, the U.S. Department of Education, and StudentLoans.gov. Below the logos is a navigation bar with links for My Account, Getting Loans, Tools and Resources, Managing Repayment, FAQs, and Contact Us. The main content area features a large banner image of four diverse students. To the right of the banner is a text box with instructions: "As of May 10, 2015 you must have a verified FSA ID (Username & Password) instead of a PIN to log in to StudentLoans.gov." Below this text is a green "Log In" button, which is circled in blue. Below the banner are four categories: Undergraduate Students, Graduate/Professional Students, Parent Borrowers, and Repayment and Consolidation. The Undergraduate Students section includes a "Student Loan Process" section with a list of steps: Complete the Free Application for Federal Student Aid (FAFSA®) at www.FAFSA.gov, Complete Entrance Counseling, Complete Direct Subsidized/Unsubsidized Loan Master Promissory Note (MPN), Complete Financial Awareness Counseling, Complete Exit Counseling, Use the Repayment Estimator, and Complete TEACH Grant Agreement to Serve and TEACH Counseling. The Graduate/Professional Students section includes a "What Can I Do When I Log In?" section with a list of options: Complete Entrance Counseling, Complete Direct Subsidized/Unsubsidized Loan Master Promissory Note (MPN), Complete Financial Awareness Counseling, Complete Exit Counseling, Use the Repayment Estimator, and Complete TEACH Grant Agreement to Serve and TEACH Counseling. The Parent Borrowers section includes a "Watch to Learn More!" section with a video thumbnail titled "MYTH #5" and a list of topics: Myths About Financial Aid, Overview Of The Financial Aid Process, Budgeting, and Responsible Borrowing.

2. Next: Select the "Complete Master Promissory Note" link.

The screenshot shows the StudentLoans.gov "My Preferences" page for user Kristen M Gibbs. The page is titled "Welcome to StudentLoans.gov" and includes a message: "Before you begin, verify that your personal information is up to date. Based on information that you provided for your FSA ID, we have populated your personal information. If any of this information is incorrect, you must correct the information associated with your FSA ID. Once you have confirmed your information, select what you would like to do:". Below this message is a list of options: Complete Counseling (Entrance, Financial Awareness, PLUS, Exit), Complete a Master Promissory Note (circled in blue), Apply for a PLUS Loan, Endorse a PLUS Loan, Complete Consolidation Loan Application and Promissory Note, Complete Income-Driven Repayment Plan Request, Co-sign Spouse's Income-Driven Repayment Plan Request, and I am not sure (we will ask you a series of questions to direct you). The left sidebar contains a navigation menu with categories: My Loan Documents (Disclosure Statements, Completed MPNs, Completed PLUS Requests, PLUS Correspondence, Completed Endorser Addenda, Income-Driven Repayment Plan Requests, Consolidation Loan Applications), PLUS Loan Process (Apply for a PLUS Loan, Document Extenuating Circumstances, Endorse PLUS Loan, Print Endorser Addendum, Complete PLUS Counseling), Master Promissory Note (Complete MPN, Print MPN), Counseling (Complete Counseling, View Completed Counseling), and Repayment (Complete Consolidation Loan Application and Promissory Note).

3. Next: Select the “Complete Subsidized/Unsubsidized MPN.”

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My Account | Getting Loans | Tools and Resources | Managing Repayment | FAQs | Contact Us

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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). Unless your school does not allow more than one loan to be made under the same MPN, you can borrow additional Direct Loans on a single MPN for up to 10 years.

The school will tell you what loans, if any, you are eligible to receive.

Parent borrowers must complete an MPN for each student using their own FSA ID.

The entire MPN Process must be completed in a single session. Each MPN takes approximately 30 minutes to complete.

▶ View What You Need

Select the type of Direct Loan MPN you would like to preview or complete

- Subsidized/Unsubsidized MPN**
(Direct Subsidized or Direct Unsubsidized Loans available to eligible undergraduate or graduate/professional students. Students must be logged in with their own FSA ID.)
- PLUS MPN for Graduate/Professional Students**
(Direct PLUS Loans available to eligible graduate/professional students. Students must be logged in with their own FSA ID.)
Graduate students should request unsubsidized loans up to their full eligibility. You may need to complete a Direct Subsidized/Unsubsidized Master Promissory Note.
- PLUS MPN for Parents**
(Direct PLUS Loans available to eligible parents of eligible dependent undergraduate students. Parents must be logged in with their own FSA ID.)

4. Follow all Subsequent Directions to Complete Steps 1-4

1. Information
2. References
3. Terms and Conditions
4. Review and Sign

Questions... •

Call 1-800-557-7394

