



URGENT: All students awarded Federal Direct Loans must complete a **Master**

Promissory Note (MPN) and **entrance loan counseling**. Both items must be completed before your loan funds can be disbursed. **FAILURE TO COMPLETE WILL RESULT IN DELAYS IN RECEIVING YOUR LOAN PROCEEDS.** Please refer to the instructions below to complete the required loan counseling and MPN.

DIRECT LOAN MASTER PROMISSORY NOTE (MPN) (ALL STUDENTS):

Complete your Direct Loan Master Promissory Note (MPN) at www.studentloans.gov. You will need your federal personal identification number (PIN) to sign the MPN. Request your pin at www.pin.ed.gov

ENTRANCE LOAN COUNSELING (NEW STUDENTS ONLY):

To complete the entrance loan counseling, please type the following link into your web browser: www.studentloans.gov



Direct Loan Master Promissory Note (MPN) Step-by-Step Process

Instructions: To complete the Federal Direct Loan MPN, please visit www.studentloans.gov, click the green “Sign-in” button and enter the following: social security number, first two (2) characters of your last name, date of birth, and federal pin number. If you need to request your pin, do so at www.pin.ed.gov. After you have signed in, click “Complete Master Promissory Note” then select “Subsidized/Unsubsidized.”

***PLEASE NOTE: The entire MPN process must be completed in a single session, so be sure you have enough time before you start. Each MPN generally takes approximately 30 minutes to complete.**

STEP 1

PERSONAL INFORMATION - You will be first asked to provide your driver’s license number and state, permanent address, state, and zip code. Also you must enter your daytime telephone number, evening telephone number, and email address. Lastly, you will be required to select the school state, and school name.

STEP 2

PERSONAL REFERENCES – You will be asked to provide information for two (2) personal references. The information includes: your reference’s last name, middle initial, first name, permanent address, city, state, and zip code. Finally, you will be asked to provide your references daytime telephone number and relationship to you.

STEP 3

TERMS & CONDITIONS - You will be asked to read each section of the terms and conditions. Please read and click each section C-G before proceeding to the next steps. After you have read and clicked each section, a green check mark will appear in the top right corner of each section. Lastly, click the box at the bottom of the page acknowledging that you have reviewed, understood, and agreed to the terms and conditions of the MPN.

STEP 4

REVIEW & SIGN - You will be asked to electronically sign the MPN by typing in your full name.

STEP 5

SUCCESS! NOW VIEW, SAVE, OR PRINT YOUR MPN - Your MPN is now complete.