

# REQUIRED

## Federal Direct Loan Master Promissory Note

Dear Student:

If you are accepting a Federal Direct loan, you must complete a Master Promissory Note (MPN) to receive funding for your education.

In order to complete this process, you will need:

- Approximately 30 minutes (you must complete the MPN in a single session)
- Your Federal Student Aid ID
  - If you do not remember your FSA ID, click on the link to create an FSA ID. Create a username and password, and enter your e-mail address. You will be asked to enter your social security number, your name, date of birth, contact information, and challenge questions and answers to confirm your identity before you will be given your FSA ID. If you have a Federal Student Aid PIN, you will be able to enter it and link it to your FSA ID. You can still create an FSA ID if you have forgotten or do not have a PIN. Review your information, and read and accept the terms and conditions. Confirm your e-mail address using the secure code, which will be sent to the e-mail address you entered when you created your FSA ID. Once you verify your e-mail address, you can use it instead of your username to sign in to the website.
- Personal Information (Permanent/Mailing Addresses, Telephone Number, Email)
- Drivers License Information (If Applicable)
- Employer Information (Name & Address)
- Reference Information (Name, Address, Telephone Number & Relationship) for two people you have known at least 3 years. The first reference should be a parent or legal guardian.

To begin the process, go to: <http://www.studentloans.gov>

Under the heading *Manage My Direct Loan*, click the green “Sign In” button. In order to sign in, you will need your FAFSA **PIN**.

Go to “Complete Master Promissory Note”

Select “Subsidized/Unsubsidized”

From there, you will be able to complete your loan application.

Please Note: Your e-signature must match your name EXACTLY as it is written at the top of the MPN. If it does not match exactly, your MPN will be rejected.

If you have any questions, feel free to contact your financial counselor.