

Completing the Master Promissory Note for the Student

Step 1:

1. Go to www.studentaid.gov
2. Select the “Log In” button

Welcome to the new look of StudentAid.gov, the official federal student aid website. We've combined content and features from StudentLoans.gov, fsaid.ed.gov, and nslds.ed.gov to enhance your experience. Learn how the changes impact you.

An official website of the United States government.

Help Center English | Español

Log In | Create Account

Federal Student Aid PROUD SPONSOR of the AMERICAN MIND®
AN OFFICE OF THE U.S. DEPARTMENT OF EDUCATION

UNDERSTAND AID ▾ APPLY FOR AID ▾ COMPLETE AID PROCESS ▾ MANAGE LOANS ▾

You Are America's Smartest Investment

The U.S. Department of Education's office of Federal Student Aid provides more than \$120 billion in financial aid to help pay for college each year.

Log In Create Account

Corinthian/Marquez Court Case

Complete the FAFSA® Form

Explore Ways to Lower Payments

Learn About Loan Forgiveness

Find Out How to Make a Payment

Considering School
I'm thinking about going to college or a career school.

In School
I'm in the process of earning a degree or certificate.

Parent
I want to help my child pay for college.

In Repayment
I have loans I need to repay.

Step 2:

1. Enter your FSA ID username and password
2. If you have not set up a FSA ID username and password, select Create an FSA ID

An official website of the United States government.

Help Center English | Español

Log In | Create Account

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Log In

FSA ID Username, Email, or Mobile Phone

[Forgot My Username](#)

Password

[Forgot My Password](#)

Log In

or

Create an Account

[Help Center](#) | [Contact Us](#) | [Feedback and Ombudsman](#)

UNDERSTAND AID
[How Financial Aid Works](#)
[Types of Aid](#)
[Financial Aid Eligibility](#)

APPLY FOR AID
[Complete the FAFSA® Form](#)
[Apply for a Grad PLUS Loan](#)
[Apply for a Parent PLUS Loan](#)

COMPLETE AID PROCESS
[How Aid is Calculated](#)
[Comparing School Aid Offers](#)
[Accepting Financial Aid](#)

MANAGE LOANS
[About Loan Repayment](#)
[Complete Exit Counseling](#)
[Find Out Where to Make a Student Loan Payment](#)

MORE INFO
[Announcements & Events](#)
[Data Center](#)
[Resources](#)

Figure out which repayment

3. Read the Disclaimer and must Accept in order to move forward

The screenshot shows the Federal Student Aid login page. A warning modal is displayed in the center, titled "Warning". The modal text states: "You are accessing a U.S. Federal Government computer system intended to be solely accessed by individual users expressly authorized to access the system by the U.S. Department of Education. Usage may be monitored, recorded, and/or subject to audit. For security purposes and in order to ensure that the system remains available to all expressly authorized users, the U.S. Department of Education monitors the system to identify unauthorized users. Anyone using this system expressly consents to such monitoring and recording. Unauthorized use of this information system is prohibited and subject to criminal and civil penalties. Except as expressly authorized by the U.S. Department of Education, unauthorized attempts to access, obtain, upload, modify, change, and/or delete information on this system are strictly prohibited and are subject to criminal prosecution under 18 U.S.C. § 1030, and other applicable statutes, which may result in fines and imprisonment. For purposes of this system, unauthorized access includes, but is not limited to:"

- any access by an employee or agent of a commercial entity, or other third party, who is not the individual user, for purposes of commercial advantage or private financial gain (regardless of whether the commercial entity or third party is providing a service to an authorized user of the system); and
- any access in furtherance of any criminal or tortious act in violation of the Constitution or laws of the United States or any State.

If system monitoring reveals information indicating possible criminal activity, such evidence may be provided to law enforcement personnel.

At the bottom of the modal are two buttons: "Decline" and "Accept". A red arrow points to the "Accept" button.

The background shows the login form with fields for "FSA ID Username, Email" and "Password". The page header includes "An official website of the United States government" and "Help Center | English | Español". The footer includes "Help Center | Contact Us | Feedback and Ombudsman" and a section titled "Figure out which repayment" with a link to "PSLF HELP TOOL".

Step 3:

1. Under My Checklists, select "I'm in School"
2. Select "Complete Loan Agreement (Master Promissory Note)"

The screenshot shows the "MY CHECKLISTS" page. The page is divided into two main sections: "MY CHECKLISTS" and "MORE RESOURCES".

The "MY CHECKLISTS" section has a dropdown menu with the following options:

- I'M PREPARING FOR SCHOOL
- I'M IN SCHOOL
- I'M IN REPAYMENT
- I'M A PARENT

The "I'M IN SCHOOL" option is selected. Below it, there is a list of tasks with checkboxes:

- ☐ [Learn About Types of Aid—Grants, Work-Study, Loans, and Scholarships](#)
Learn about the types of aid that can help you pay for college
- ☐ [Renew Your FAFSA® Form](#)
The FAFSA® form needs to be completed each school year
- ☐ [Complete Loan Agreement](#)
You must complete a *Master Promissory Note* (MPN) to take out a loan
- ☐ [Complete Entrance Counseling](#)
Learn about the costs of borrowing, eligibility, and repayment
- ☐ [Apply for a PLUS Loan for Graduate School](#)
PLUS loans can help pay for education expenses not covered by other aid
- ☐ [Use the Repayment Estimator](#)
Estimate monthly payments and compare repayment options

A red arrow points to the "Complete Loan Agreement" task.

The "MORE RESOURCES" section on the right includes links to:

- [Help Center](#)
- [Update Your Contact Info](#)
- [View Your Documents](#)
- [Choosing a School](#)
- [Prepare for College](#)
- [Learn About Aid](#)
- [Explore Your Repayment Options](#)
- [Learn About Income-Driven Repayment](#)

At the top right, there is a section titled "for you" with a link to "LOAN CONSOLIDATION >". Below it, there is a section titled "Use the Public Service Loan Forgiveness (PSLF) Tool" with a link to "PSLF HELP TOOL >".

Step 4:

Select “MPN for Subsidized/Unsubsidized Loans”

MASTER PROMISSORY NOTE (MPN)

What is a Master Promissory Note?

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.

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

MPN for Subsidized/Unsubsidized Loans

Use this MPN for Direct Subsidized or Direct Unsubsidized Loans available to eligible undergraduate or graduate/professional students.

Students must be logged in with their own FSA ID.

[Learn More](#)

[Preview a read-only version of the Subsidized/Unsubsidized MPN](#)

START



OMB No. 1845-0007 • Form Approved

PLUS MPN for Graduate/Professional Students

Use this MPN for Direct PLUS Loans available to eligible graduate/professional students.

Students must be logged in with their own FSA ID.

[Learn More](#)

[Preview a read-only version of the PLUS MPN for Graduate/Professional Students](#)

Graduate students should request unsubsidized loans up to their full eligibility. You may need to complete a Direct Subsidized/Unsubsidized Master Promissory Note.

START

OMB No. 1845-0068 • Form Approved

Step 5:

1. Enter "Borrower Information"
2. Enter "School Information"

MASTER PROMISSORY NOTE (MPN)

1 Information

2 References

3 Review & Edit

4 Sign & Submit

Borrower:

Social Security Number:

Borrower Information

Driver's License State:

Driver's License Number:

Permanent Address [More Information](#)

Address (line 1):

State:

Address (line 2):

Postal Code:

City:

Country:

☐ This is my current permanent address. If permanent address information is incorrect, update as needed.

Is your mailing address different than your permanent address? [More Information](#)

☒ Yes ☐ No

Mailing Address

Address (line 1):

State:

Address (line 2):

Postal Code:

City:

Country:

☐ This is my current mailing address. If mailing address information is incorrect, update as needed.

Contact Information

E-Mail Address: [More Information](#)

Confirm E-Mail Address:

Telephone Number:

Mobile Phone Number:

School Information

Select School to Notify

☒ U.S. Schools/U.S. Territory Schools
☐ Non U.S. Schools

Choose a state:

Search school by name:

✓ The school you selected is participating in the electronic Master Promissory Note (MPN) process.

School Name:

LAWRENCE TECHNOLOGICAL UNIVERSITY

School Code/Branch:

G02279

School Address:

21000 WEST TEN MILE ROAD
SOUTHFIELD, MI 480751058

[Remove this school](#)

EXIT

CONTINUE



Step 6:

Enter two references that do not have the same address as each other then select “Continue”

Federal Student Aid
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Hi, | Log Out

MENU

MASTER PROMISSORY NOTE (MPN)

1 Information

2 References

3 Review & Edit

4 Sign & Submit

Borrower:

Social Security Number:

Reference Information

List two persons with different U.S. addresses who do not live with you and who have known you for at least three years. If you are a parent borrower, do not list the student.

- List two persons with different U.S. addresses who have known you for at least three years.
- The first reference should be a parent or legal guardian.
- References must have different addresses and telephone numbers.
- If the reference does not have a telephone number, enter N/A.

Reference 1

If you have previously completed information for the reference:

- Select -

Name [More Information](#)

First Name:

Last Name:

Middle Initial:

Permanent Address

Address (line 1):

Address (line 2):

City:

State:

- Select -

Zip Code:

Country:

UNITED STATES

Contact Information

Telephone Number:

E-Mail Address:

Relationship to You:

- Select -

Reference 2

If you have previously completed information for the reference:

- Select -

Name [More Information](#)

First Name:

Last Name:

Middle Initial:

Permanent Address

Address (line 1):

Address (line 2):

City:

State:

- Select -

Zip Code:

Country:

UNITED STATES

Contact Information

Telephone Number:

E-Mail Address:

Relationship to You:

- Select -

EXIT

CONTINUE

Step 7:

Verify your information then select “Continue”

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Hi, | Log Out

MENU

MASTER PROMISSORY NOTE (MPN)

1 Information ✓

2 References ✓

3 Review & Edit

4 Sign & Submit

Borrower:

Social Security Number:

Borrower Information

Edit

Driver's License Information

Driver's License State:

Driver's License Number:

Permanent Address

Address (line 1):

Address (line 2):

City:

State:

Zip Code:

Country:

Mailing Address

Address (line 1):

Address (line 2):

City:

State:

Zip Code:

Country:

Contact Information

Telephone Number:

E-Mail Address:

School Information

Edit

School Name:

LAWRENCE TECHNOLOGICAL UNIVERSITY

School Code/Branch:

G02279

School Address:

21000 WEST TEN MILE ROAD

SOUTHFIELD, MI 480751058

Reference Information

Edit

Reference 1

Name

First Name:

Middle Initial:

Last Name:

Permanent Address

Address (line 1):

Address (line 2):

City:

State:

Zip Code:

Country:

Contact Information

Telephone Number:

E-Mail Address:

Relationship to You:

Reference 2

Name

First Name:

Middle Initial:

Last Name:

Permanent Address

Address (line 1):

Address (line 2):

City:

State:

Zip Code:

Country:

Contact Information

Telephone Number:

E-Mail Address:

Relationship to You:

EXIT

CONTINUE

Step 8:

1. Scroll through and read each section
2. Check the “I have reviewed the information....” box
3. Type your name and select “Sign & Submit”

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1 Information ✓ 2 References ✓ 3 Review & Edit ✓ 4 Sign & Submit

Before You Begin
Borrower Information
Reference Information
School Information
Borrower Request, Certifications, Authorizations, and Understandings
Promise to Pay
MPN Terms and Conditions
Important Notices
Borrower's Rights and Responsibilities Statement
Instructions
Sign & Submit

Top of Page 2. Enter your name and Social Security Number.
Items 12, 13, 14, and 15. Read these items carefully.
PROMISE TO PAY
Items 16, 17, 18, and 19. Read these items carefully.
Items 20 and 21. Sign your full legal name, in blue or black ink, and enter the date you signed this MPN.
By signing this MPN, you (1) acknowledge that you have read, understand, and agree to the terms and conditions of the MPN, including the Borrower Request, Certifications, Authorizations, and Understandings and the accompanying Borrower's Rights and Responsibilities Statement; and (2) agree to repay in full all loans made under this MPN according to the terms and conditions of the MPN.

Sign & Submit

☐ I have reviewed the information about me on the Master Promissory Note and acknowledge that it is true and correct. I have read, understand, and agree to the terms and conditions of the MPN, including the Borrower Request, Certifications, Authorizations, and Understandings and the accompanying Borrower's Rights and Responsibilities Statement. I agree to repay in full all loans made under this MPN according to the terms and conditions of the MPN.
(Your response will be recorded and made part of your completed MPN.)

First Name: * Middle Initial: Last Name: *

The time and date of your signature will be recorded and be made part of your completed MPN.

EXIT SIGN & SUBMIT

Step 9:

You have completed your MPN once you have received this notice!

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MASTER PROMISSORY NOTE (MPN)

Confirmation

You have successfully submitted your M

A confirmation e-mail has been sent to

The school you selected will be notified of your MPN completion within the next 24 hours.

Your school will tell you what loans, if any, you are eligible to receive. If you have questions regarding your loan eligibility, the next steps in the processing of your loan, when the loan will be disbursed (paid out), or no longer wish to receive the loan, contact your school's financial aid office.

View, save and/or print a copy of your completed MPN for your records.

Next Steps

- Access PLUS Credit Counseling for more information on PLUS borrowing.

Questions?

- Visit our FAQ page