COMPLETING THE MASTER PROMISSORY NOTE

Once you have completed Loan Entrance Counseling (LEC), you will also need to complete the Master Promissory Note (MPN). As with LEC, the MPN requirement is also found at www.studentloans.gov. Make sure you have the following information in hand before you sign in:

- PIN Number
- Driver’s License and Social Security Number
- Two references with complete addresses

1. Your first step is to click the green sign in button as shown below.
2. Enter your personal information as shown below.

![Image of Student Loans website showing personal information fields]

- Social Security Number
- First Two (2) Characters of Last Name
- Date of Birth (mm/dd/yyyy)
- PIN

If you do not have a Federal Student Aid PIN, visit www.pin.ed.gov.
3. Click the blue link entitled “Complete Master Promissory Note”.

![Image of StudentLoans.gov interface showing the option to complete the Master Promissory Note]
4. Select the link entitled “Subsidized/Unsubsidized. Continue from this point as directed. Once submitted, the Department of Education will notify Financial Planning within 24 hours.