

Completing a Master Promissory Note for the Grad Plus Loan

The U.S. Department of Education offers low interest loans for students and parents of undergraduate students. To be eligible to receive these loans (Direct Subsidized/Unsubsidized Loans to students, Direct Parent PLUS Loans for parents of undergraduate students, or Direct Graduate PLUS Loans for graduate/professional students), individuals must complete a FAFSA (at studentaid.gov), a Master Promissory Note (MPN) and Entrance Counseling (for Direct Subsidized/Unsubsidized Loans and in some cases, Parent PLUS Loans).

Who must complete a Grad Plus Loan MPN?

Graduate Students who wish to borrow a Grad Plus Loan from the U.S. Department of Education must complete a MPN the first time they borrow loans for each type of loan borrowed (i.e. Direct Subsidized/Unsubsidized Loan, Direct Parent PLUS Loan, and/or Direct Graduate PLUS Loan). If a Direct Grad PLUS Loan has been approved in a prior year with an endorser, a new MPN must be completed.

What information is necessary to complete a MPN for the Grad Plus Loan?

- Your Federal Student Aid ID (FAFSA ID) and Password
- Your Driver's License (if applicable)
- Names, addresses, and contact information for two (2) individuals to be used as references. References should be individuals who you have known for at least three years and who live separately from each other.

How do I complete a MPN for the Grad Plus Loan?

1. The student must go to studentaid.gov and "Log In" using their FSA ID and Password.

The screenshot shows the StudentAid.gov website. At the top, there is a navigation bar with "Help Center" and "English | Español" links. Below this, there are "Log In" and "Create Account" buttons, with "Log In" circled in red. The main content area features a large heading "You Are America's Smartest Investment" and a "Log In" button, also circled in red. To the right of the main heading, there is a list of links: "Corinthian/Manriquez Court Case", "Complete the FAFSA® Form", "Explore Ways to Lower Payments", "Learn About Loan Forgiveness", and "Find Out How to Make a Payment". At the bottom, there are four columns representing different stages: "Considering School", "In School", "Parent", and "In Repayment".

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2. Move your mouse to the top of the page and hover over the “Loans and Grants” dropdown. Click on the “Master Promissory Note (MPN)” link when it appears.

The screenshot shows the top navigation bar of the Federal Student Aid website. The "Loans and Grants" dropdown menu is highlighted with a red circle. The "Master Promissory Note (MPN)" link is also highlighted with a red circle. Other navigation options include "FAFSA Form", "Loan Repayment", "Loan Forgiveness", "Log In", and "Create Account".

3. Click the “Select MPN Type” button.

The screenshot shows the "I'm a Graduate/Professional Student" section. The "Select MPN Type" button is highlighted with a red circle. The text describes the MPN process for graduate/professional students and includes a "Learn More" link. The OMB No. 1845-0007 and Form Approved status are also visible.

4. Click the “Start” button to begin the MPN process.

The screenshot shows the MPN selection options. The "Start" button for the "MPN for Direct PLUS Loans" option is highlighted with a red circle. The text instructs users to select the MPN they wish to complete and provides details for both loan types. The OMB No. 1845-0007 and Form Approved status are also visible.

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5. You may be required to enter or update your Contact Information, Driver's License information, and Permanent Address. Once you have entered the information click "Continue" at the bottom.

Contact Information

Email Address

Mobile Phone

Telephone Number

To update your contact information, visit your [Account Settings](#).

Driver's License Information -- optional

State

Driver's License Number

Permanent Address

Address Line 1

Is your mailing address different than your permanent address? Yes No

Address Line 1

Address Line 2 - optional

City

State

ZIP Code

Country

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

Employer Information

I am employed

Employer Name

Address Line 1

Address Line 2 - optional

City

State

ZIP Code

Country

Work Number - optional

6. You may be required to enter Employer information. Once you have entered the information click "Continue" at the bottom.

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- Complete the school information section, select **Northern Illinois University** as your school and then click “Continue”.

School Information

Select a school to notify

U.S. Schools/U.S. Territory Schools

Non U.S. Schools

Choose a State

Type Response

Search School by Name

Type Response

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

School Name
NORTHERN ILLINOIS UNIVERSITY

School Code/Branch
G01737

School Address
**ALTGELD HALL - ROOM 300A
DEKALB, IL 601152854**

[Remove this school](#)

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- Provide information for two (2) references.

Please note, your references must not be people whom you live with.

Once you have entered the information click “Continue” at the bottom. The system will let you know if there are any fields you neglected to complete.

Reference 1 ⓘ

Previously Saved References

Select

Reference Name

First Name

Middle Initial - optional

Last Name

Permanent Address

Address Line 1

Address Line 2 - optional

City

State

ZIP Code

Country

UNITED STATES

Your Contact Information

Telephone Number

Email Address - optional

Relationship to You

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Reference 2 ⓘ Previously Saved References <input type="text" value="Select"/> Reference Name First Name <input type="text"/> Middle Initial - optional <input type="text"/> Last Name <input type="text"/>	Permanent Address Address Line 1 <input type="text"/> Address Line 2 - optional <input type="text"/> City <input type="text"/> State <input type="text" value="Select"/> ZIP Code <input type="text"/> Country <input type="text" value="UNITED STATES"/>
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Your Contact Information Telephone Number <input type="text"/> Email Address - optional <input type="text"/> Relationship to You <input type="text" value="Select"/>

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9. Read information in the MPN Agreement. There are 5 sections: Borrower Request, MPN Terms and Conditions, Important Notices, Rights and Responsibilities, and How you will receive your loan money. Click “Continue” at the bottom to move to the next section.

MPN Agreement (1 of 5)

Borrower Request, Certifications, Authorizations, and Understandings

I request a total amount of Direct PLUS Loans under this Master Promissory Note (MPN) that cannot be more than the maximum amount I am eligible to receive, as provided under federal law and explained in the MPN Terms and Conditions and in the Borrower's Rights and Responsibilities Statement that accompanies this MPN. If I have an adverse credit history and obtain an endorser so that I may receive a Direct PLUS Loan, only one loan may be made to me under this MPN.

Under Penalty of Perjury, I Certify That:

- A. The information I provide on this MPN and that I update from time to time is true, complete, and correct to the best of my knowledge and belief.
- B. I am (1) a graduate or professional student, (2) the biological or legal adoptive parent of the student identified in Item 16, or (3) the spouse of the student's biological or legal adoptive parent and I am considered to be a parent in accordance with the instructions on the Free Application for Federal Student Aid (FAFSA) for purposes of reporting my income and assets on the FAFSA.
- C. I will use the loan money I receive only to pay for my authorized educational expenses for attendance at the school that determined I was eligible to receive the loan or, if I am a parent borrower, the student's authorized educational expenses for attendance at that school. I will immediately repay any loan money that is not used for that purpose.

- D. My school will notify me of the type of loan and loan amount that I am eligible to borrow.
- E. Within certain timeframes, I may cancel a loan or request a lower amount by contacting my school, or by refusing to accept or returning all or a portion of a loan disbursement that is made to me.
- F. More than one loan may be made to me under this MPN for the same or different loan periods.
- G. I am entitled to an exact copy of this MPN and the Borrower's Rights and Responsibilities Statement.

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Information We Report About Your Loan (BRR Item 19)

We will report information about your loan to nationwide consumer reporting agencies (credit bureaus) and the National Student Loan Data System (NSLDS) on a regular basis. This information will include the disbursement dates, amount, and repayment status of your loan (for example, whether you are current or delinquent in making payments). If you default on a loan, we will report this to nationwide consumer reporting agencies. Your loan will be identified as an education loan. Schools may access information in NSLDS for specific purposes that we authorize.

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Paperwork Reduction Notice

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless the collection displays a valid OMB control number. The valid OMB control number for this information collection is 1845-0007. Public reporting burden for this collection of information is estimated to average 30 minutes (0.5 hours) per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain a benefit in accordance with 34 CFR 685.201. If you have comments or concerns regarding the status of your individual submission of this form, write to:

U.S. Department of Education
Common Origination and Disbursement School Relations Center
Attn: Applicant Services
PO Box 9002
Niagara Falls, NY 14302

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22. Loan Consolidation

A Direct Consolidation Loan Program is available that allows you to combine one or more of your eligible federal education loans into a new loan with a single monthly payment, and may allow you to extend the period of time that you have to repay your loans. This may make it easier for you to repay your loans.

If you have loans that were made under the FFEL Program, consolidating those loans into the Direct Loan Program can make them eligible for benefits that are only available for Direct Loans, such as Public Service Loan Forgiveness and certain repayment plans.

Although consolidation can provide certain benefits, it can also cause you to lose benefits on the loans that you consolidate. Contact your servicer for more information about loan consolidation and for help determining whether consolidation is a good option for you.

END OF BORROWER'S RIGHTS AND RESPONSIBILITIES STATEMENT

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10. Review the data and edit any information that is incorrect then click "Continue." Check the box in the "Promises" area to confirm your signature.

Promises

I promise to pay to ED the full amount of all loans that I receive under this MPN in accordance with the terms of the MPN, plus interest and any other charges and fees that I may be required to pay under the terms of the MPN.

If I do not make a payment on a loan made under this MPN when it is due, I promise to pay reasonable collection costs, including but not limited to attorney fees, court costs, and other fees.

I promise that I will not sign this MPN before reading the entire MPN, even if I am told not to read it, or told that I am not required to read it.

My signature certifies that I have read, understand, and agree to the terms and conditions of the MPN, including the Borrower Request, Certifications, Authorizations, and Understandings, the MPN Terms and Conditions, and the Borrower's Rights and Responsibilities Statement.

11. Type your name in the designated areas and click "Submit" to complete the MPN.

Sign and Submit

I understand that more than one loan may be made to me under this MPN. I understand that by accepting any disbursement issued at any time under this MPN, I agree to repay the loan associated with that disbursement.

First Name



Middle Initial - optional

Last Name



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

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[Submit](#)

12. NIU will receive confirmation from the U.S. Department of Education in a few days.