Completing a Direct Loan MPN

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 fafsa.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 Direct Loan MPN?

Individuals who wish to borrow a Direct Loan from the U.S. Department of Education must complete a MPN the first time borrowing 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 PLUS Loans (either Parent and Graduate) has been approved in a prior year with an endorser, a new MPN must be completed.

What information is necessary to complete a Direct Loan MPN?

- Your Federal Student Aid ID (FSAID) and Password
- Your Driver’s License
- Names and addresses for two (2) individuals to be used as references

How do I complete a Direct Loan MPN?

1. The borrower must go to studentloans.gov and “Sign In” using their FSAID and password. In the case of Direct Subsidized/Unsubsidized and Direct Graduate PLUS loans, the student is the borrower. In the case of Parent PLUS loan the parent who completed the Direct Parent PLUS loan application is the borrower.

2. Select “Complete Loan Agreement (Master Promissory Note), then “Start” by the loan type that you are completing the MPN
2. Select the MPN for the type of loan being borrowed by selecting “Start” next to the loan type.
   - **Login as the student to complete the MPN for Subsidized/Unsubsidized Loan or PLUS Loan MPN for Graduate/Professional Students**
   - **Login as the parent to complete the PLUS MPN for Parents**

3. Complete the required fields and select Northern Illinois University as your school and select continue.

4. Provide information for 2 references.
   
   Please note, your references must not be people whom you live with that reside at different addresses, and if completing a Parent PLUS MPN, should not be the student.

5. Review the information provided and edit if necessary.

6. Read the terms and conditions and type your name to electronically sign and submit the MPN.