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.
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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.

3. Click the “Select MPN Type” button.

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

6. You may be required to enter Employer information. Once you have entered the information click “Continue” at the bottom.
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7. Complete the school information section, select **Northern Illinois University** as your school and then click “Continue”.

![Image of School Information Section]

8. 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.

![Image of Reference and Contact Information Sections]
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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.
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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.

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

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