Completing a Master Promissory Note for Subsidized/Unsubsidized Loans

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 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 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).

What information is necessary to complete a MPN for the Subsidized/Unsubsidized 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 Subsidized/Unsubsidized 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 “COMPLETE AID PROCESS” dropdown. Click on the “Subsidized/Unsubsidized Loan” link when it appears.

3. Click the “Start” button to complete the Master Promissory Note.
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4. 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.
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5. Complete the school information section, select *Northern Illinois University* as your school and then click “Continue”.

![School Information Form]

6. 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 Information Form]

![Permanent Address Form]

![Contact Information Form]
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7. 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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8. Review the data and edit any information that is incorrect then click “Continue.” Check the box in the “Promises” area to confirm your signature.

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

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