Direct Loan MPN Instructions  
(Subsidized/Unsubsidized Loans)

You, the student, will need the following:

- Your PIN (Personal Identification Number)
- Social security number and date of birth
- Permanent Address and Mailing Address
- Telephone number
- E-mail Address
- Alien Registration Number (if eligible non-citizen)
- Two reference contact information
  - 1 can be a parent, 1 should live at a separate US address than you (aunt, grandparent, friend, etc)
  - Address, phone, e-mail, relationship to borrower

Step 1- Go to the Direct Loan website, which is www.studentloans.gov

Step 2- Sign in using your PIN (Personal Identification Number) which is also used to sign the FAFSA. If you are unsure what your PIN is, it can be reissued/sent to you by going to www.pin.ed.gov

- Sign in by clicking the green “Sign In” button
- Enter your SSN, first two letters of your last name, date of birth and PIN

Step 3- After signing in, click “Complete Master Promissory Note” on the center of the page. You will be directed to three loan options, click “Subsidized/Unsubsidized” which is the Federal Stafford loan.

-Over-
Step 4 - Be sure to complete ALL the questions. You will need to read ALL the terms and conditions (click on the “+” by each category to read) in order to accept the terms. You will then need to “Sign” the MPN which is done by typing in your name and clicking “Sign”.

First Name: [ ] Middle Initial: [ ] Last Name: [ ]

Step 5 - You will receive a notification stating that your signature has been verified. Click on the blue hyperlink for “Review Master Promissory Note”. This will open in a separate window. Review the information to be sure it is accurate, then close out the window and hit “Submit”