

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.

The screenshot shows the StudentAid.gov website. At the top, there is a navigation bar with links for "Help Center", "English | Español", "Log In", and "Create Account". The "Log In" link is circled in red. Below the navigation bar, there is a main heading "You Are America's Smartest Investment" and a sub-heading "The U.S. Department of Education's office of Federal Student Aid provides more than \$120 billion in financial aid to help pay for college each year." Below this, there are two buttons: "Log In" and "Create Account". The "Log In" button is 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 user roles: "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.

An official website of the United States government. [Help Center](#) [Submit a Complaint](#) [English | Español](#)

Federal Student Aid
AN OFFICE OF THE U.S. DEPARTMENT OF EDUCATION

FAFSA® Form ▾ **Loans and Grants** ▾ Loan Repayment ▾ Loan Forgiveness ▾ [Log In](#) | [Create Account](#)

- Get a Loan
 - Undergraduate and Graduate Loans
 - PLUS Loans: Grad PLUS and Parent PLUS
 - Master Promissory Note (MPN)**
 - Loan Entrance Counseling
 - Annual Student Loan Acknowledgment
 - PLUS Credit Counseling
 - Endorse a PLUS Loan
 - Appeal a Credit Decision
- Get a Grant
 - Pell Grants
 - TEACH Grants
- Tools and Calculators
 - Federal Student Aid Estimator
 - Loan Simulator
- Learn About Loans and Grants
 - How Financial Aid Works
 - Financial Aid Eligibility
 - Loans, Grants, and Work-Study

3. Click the “Start” button to complete the Master Promissory Note.

The screenshot shows the "Choose the Direct Loan MPN you want to preview or complete" page. The "Start" button for the "I'm an Undergraduate Student" option is highlighted with a red circle.

Choose the Direct Loan MPN you want to preview or complete

I'm an Undergraduate Student

MPN for Subsidized/Unsubsidized Loans

Use this MPN for Direct Subsidized Loans or Direct Unsubsidized Loans available to eligible undergraduate students. [Learn More](#)

Start

OMB No. 1845-0007 • Form Approved

I'm a Graduate/Professional Student

PLUS MPN or MPN for Subsidized/Unsubsidized Loans for Graduate/Professional Students

Find and use the MPN that you need as a graduate or professional degree student to borrow federal student loans. Graduate/professional students can be eligible for Direct Unsubsidized Loans, Direct PLUS Loans, or both. You need to complete

Select MPN Type

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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.

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.

Exit

Continue

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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](#)

[Previous](#) [Continue](#)

- 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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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.

MPN Agreement (1 of 5) Borrower Request, Certifications, Authorizations, and Understandings I request a total amount of Direct Subsidized Loans and/or Direct Unsubsidized Loans under this Master Promissory Note (MPN) that cannot be more than the maximum amounts 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. 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 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, and I will immediately repay any loan money that is not used for that purpose. C. If I owe an overpayment on a Federal Perkins Loan or on a grant made under the federal student aid programs (as defined in the MPN Terms and Conditions), I have made satisfactory arrangements to repay the amount owed.	<p>D. My school will notify me of the type of loan and loan amount that I am eligible to borrow.</p> <p>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.</p> <p>F. More than one loan may be made to me under this MPN for the same or different loan periods.</p> <p>G. I am entitled to an exact copy of this MPN and the Borrower's Rights and Responsibilities Statement.</p>
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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

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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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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.

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.

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