

# Completing a Master Promissory Note

# Step 1

Visit [www.studentaid.gov](http://www.studentaid.gov)

Navigate to  
“Complete Aid Process”

Select  
“Complete Master  
Promissory Note:

An official website of the United States government. Help Center English | Español Log In | Create Account

Federal Student Aid PROUD SPONSOR of the AMERICAN MIND® An OFFICE of the U.S. DEPARTMENT of EDUCATION UNDERSTAND AID APPLY FOR AID COMPLETE AID PROCESS MANAGE LOANS

## You Are America's Smartest Investment

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.

Log In Create Account

- Corinthian/Manriquez Court Case
- Complete the FAFSA® Form
- Explore Ways to Lower Payments
- Learn About Loan Forgiveness
- Find Out How to Make a Payment

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- Section Overview
- How Aid is Calculated
- Comparing School Aid Offers
- Accepting Financial Aid
- Receiving Financial Aid
- Complete Master Promissory Note
- Complete Entrance Counseling
- Subsidized/Unsubsidized Loan MPN
- Get a TEACH Grant
- Grad PLUS MPN
- Parent PLUS MPN

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- Explore Ways to Lower Payments
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# Step 2

Log in with FSA ID to complete MPN for Direct Subsidized and Unsubsidized Loans.

## MASTER PROMISSORY NOTE (MPN)

You're currently not logged in!

You must log in to complete and submit federal student loan processes.

LOG IN

### What is a Master Promissory Note?

The Master Promissory Note (MPN) is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loan(s). Unless your school does not allow more than one loan to be made under the same MPN, you can borrow additional Direct Loans on a single MPN for up to 10 years.

The school will tell you what loans, if any, you are eligible to receive.

### Select the type of Direct Loan MPN you would like to preview or complete

#### MPN for Subsidized/Unsubsidized Loans

Use this MPN for Direct Subsidized or Direct Unsubsidized Loans available to eligible undergraduate or graduate/professional students.

Students must be logged in with their own [FSA ID](#).

[Learn More](#)

[Preview a read-only version of the Subsidized/Unsubsidized MPN](#)

LOG IN TO START

Start Doing

OMB No. 1845-0007 • Form Approved

# Step 2 cont.

FSA ID Username and Password can be retrieved or reset by selecting “Forgot My Username” or, “Forgot My Password”.

The image displays two screenshots of the Federal Student Aid website interface. Both screenshots feature the header: "Federal Student Aid | PROUD SPONSOR of the AMERICAN MIND® | An OFFICE of the U.S. DEPARTMENT of EDUCATION".

**Left Screenshot: Log In**

- Form title: "Log In"
- Input field: "FSA ID Username, Email, or Mobile Phone" with a help icon (?)
- Link: [Forgot My Username](#) (circled in black)
- Input field: "Password" with a help icon (?)
- Link: [Forgot My Password](#) (circled in black)
- Buttons: "Log In" (blue), "or", "Create an Account" (white)

**Right Screenshot: Reset Your Password**

- Form title: "Reset Your Password"
- Text: "Enter the following information to look up your account:"
- Input field: "Username, Email, or Mobile Phone" with a help icon (?)
- Form section: "Date of Birth" with sub-fields for "Month" and "Day", each with a help icon (?)
- Buttons: "Cancel" (white), "Continue" (blue)

# Step 3

Input your personal information and select a school to notify.

## MASTER PROMISSORY NOTE (MPN)

1 Information 2 References 3 Review & Edit 4 Sign & Submit

Borrower:  Social Security Number:

### Borrower Information

Driver's License State:

Driver's License Number:

Permanent Address [More Information](#)

Address (line 1):

State:

Address (line 2):

Zip Code:

City:

Country:

### School Information

Select School to Notify

U.S. Schools/U.S. Territory Schools

Non U.S. Schools

Choose a state:

Search school by name:

✓ The school you selected is participating in the electronic Master Promissory Note (MPN) process.

School Name:  
BOSTON COLLEGE

School Code/Branch:  
G02128

School Address:  
140 COMMONWEALTH AVENUE  
CHESTNUT HILL, MA 024673800

[Remove this school](#)

Borrower:       Social Security Number:

Reference Information

List two persons with different U.S. addresses who do not live with you and who have known you for at least three years. If you are a parent borrower, do not list the student.

- List two persons with different U.S. addresses who have known you for at least three years.
- The first reference should be a parent or legal guardian.
- References must have different addresses and telephone numbers.
- If the reference does not have a telephone number, enter N/A.

Reference 1

If you have previously completed information for the reference:

Name [More Information](#)

First Name:

Middle Initial:

Last Name:

Reference 2

If you have previously completed information for the reference:

Name [More Information](#)

First Name:

Middle Initial:

Last Name:

Permanent Address

Address (line 1):

Address (line 2):

City:

State:

Zip Code:

Country:

Contact Information

Telephone Number:

Email Address:

Relationship to You:

Exit

Continue

# Step 4

Provide reference information for two different references.

# Step 5

Review and edit the information you have reported.

MASTER PROMISSORY NOTE (MPN)

1 Information ✓ 2 References ✓ 3 Review & Edit 4 Sign & Submit

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Borrower Social Security Number

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Borrower Information [Edit](#)

Driver's License Information

Driver's License State:

Driver's License Number:

Permanent Address

Address (line 1):

Address (line 2):

City:

State:

Zip Code:

Country:

Contact Information

Telephone Number:

Email Address:

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School Information [Edit](#)

School Name:

School Code/Branch:

School Address:

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Reference Information [Edit](#)

Reference1	Reference2
Name	Name
First Name:	First Name:
Middle Initial:	Middle Initial:
Last Name:	Last Name:
Permanent Address	Permanent Address
Address (line 1):	Address (line 1):
Address (line 2):	Address (line 2):
City:	City:
State:	State:
Zip Code:	Zip Code:
Country:	Country:
Contact Information	Contact Information
Telephone Number:	Telephone Number:
Email Address:	Email Address:
Relationship to You:	Relationship to You:

[Exit](#) [Continue](#)

# Step 6

Review and sign  
Master Promissory  
Note.

MASTER PROMISSORY NOTE (MPN)

1 Information ✓ 2 References ✓ 3 Review & Edit ✓ 4 Sign & Submit

- Before You Begin
- Borrower Information
- Reference Information
- School Information
- Borrower Request, Certifications, Authorizations, and Understandings
- Promise to Pay
- MPN Terms and Conditions
- Important Notices
- Borrower's Rights and Responsibilities Statement
- Instructions
- Sign & Submit

Borrower:  Social Security Number:

**Your MPN has not been submitted yet!**

Scroll down to review and sign the Master Promissory Note.  
To correct your information, click the browser's "Back" button or the "3 - Review & Edit" option at the top of the page.



Master Promissory Note  
Direct Subsidized Loans and Direct Unsubsidized Loans  
William D. Ford Federal Direct Loan Program

OMB No. 1845-0007  
Form Approved  
Exp. Date  
04/30/2019

**WARNING:** Any person who knowingly makes a false statement or misrepresentation on this form or any accompanying document is subject to penalties that may include fines, imprisonment, or both, under the U.S. Criminal Code and 20 U.S.C. 1097.

## BEFORE YOU BEGIN

Before you begin, read the **Instructions** on page 14 of this Master Promissory Note.

## BORROWER INFORMATION

1. Name and Permanent Address (see Instructions)

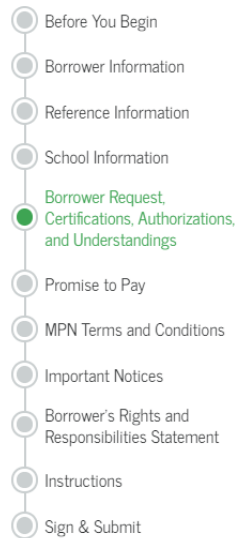


# Step 6 cont.

Spend 15-20 minutes reviewing the information you have reported, noting the following sections:

- Borrower Request, Certifications, Authorizations, and Understandings
- Promise to Pay
- MPN Terms and Conditions
- Important Notices
- Borrower's Rights and Responsibilities Statement

It is necessary to scroll through each section in order to proceed to the sign and submit section.



## BORROWER REQUEST, CERTIFICATIONS, AUTHORIZATIONS, AND UNDERSTANDINGS

12. This is a Master Promissory Note (MPN) for one or more Federal Direct Stafford/Ford (Direct Subsidized) Loans and/or Federal Direct Unsubsidized Stafford/Ford (Direct Unsubsidized) Loans. I request a total amount of Direct Subsidized Loans and/or Direct Unsubsidized Loans under this MPN not to exceed the allowable maximums under the Act ("the Act" is defined in the MPN Terms and Conditions section of this MPN under Governing Law). My school will notify me of the loan type and loan amount that I am eligible to borrow. 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. The Borrower's Rights and Responsibilities Statement that accompanies this MPN and the disclosure statements that will be provided to me contain additional information about my right to cancel a loan or request a lower amount.
13. Under penalty of perjury, I certify that:
  - A. The information I have provided on this MPN and as updated by me from time to time is true, complete, and correct to the best of my knowledge and belief and is provided in good faith.
  - B. I will use the money I receive from any loan made under this MPN only to pay for my authorized educational expenses for attendance at the school that determined I was eligible to receive the loan. I will immediately repay any loan money that cannot be attributed to educational expenses for attendance on at least a half-time basis at that school.
  - C. If I owe an overpayment on a Federal Perkins Loan, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Academic Competitiveness Grant (ACG), National Science and Mathematics Access to Retain Talent (SMART) Grant, or Leveraging Educational Assistance Partnership Grant, I have made satisfactory arrangements to repay the amount owed.
  - D. If I am in default on any loan I received under the Federal Perkins Loan Program (including National Direct Student Loans), the William D. Ford Federal Direct Loan (Direct Loan) Program, or the Federal Family Education Loan (FFEL) Program, I have made satisfactory repayment arrangements with the loan holder to repay the amount owed.
  - E. If I have been convicted of, or if I have pled *nolo contendere* (no contest) or guilty to, a crime involving fraud in obtaining funds under a program authorized under Title IV of the Higher Education Act of 1965, as amended (HEA), I have fully repaid the funds to the U.S. Department of Education (ED) or to the loan holder in the case of a Title IV federal student loan. The Title IV, HEA programs include the Federal Pell Grant, FSEOG, ACG, SMART Grant, Leveraging Educational Assistance Partnership Grant, Teacher Education Assistance for College and Higher Education (TEACH) Grant, Federal Work-Study (FWS), Federal Perkins Loan, Direct Loan, and FFEL programs.
14. For each Direct Subsidized Loan and Direct Unsubsidized Loan I receive under this MPN:
  - A. I authorize my school to certify my eligibility for the loan.
  - B. I authorize my school to credit my loan money to my student account at the school, and to pay to ED any refund that

# Step 7

Review instructions, and electronically sign and submit your MPN.

- Reference Information
- School Information
- Borrower Request, Certifications, Authorizations, and Understandings
- Promise to Pay
- MPN Terms and Conditions
- Important Notices
- Borrower's Rights and Responsibilities Statement
- Instructions
- Sign & Submit**

## Sign & Submit

*I have reviewed the information about me on the Master Promissory Note and acknowledge that it is true and correct. I have read, understand, and agree to the terms and conditions of the MPN, including the Borrower Request, Certifications, Authorizations, and Understandings and the accompanying Borrower's Rights and Responsibilities Statement. I agree to repay in full all loans made under this MPN according to the terms and conditions of the MPN.*  
(Your response will be recorded and made part of your completed MPN.)

First Name:

Middle Initial:

Last Name:

*The time and date of your signature will be recorded and be made part of your completed MPN.*

Exit

**SIGN & SUBMIT**

# Step 8

## MASTER PROMISSORY NOTE (MPN)

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### Confirmation

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**You have successfully submitted your MPN.**

A confirmation e-mail has been sent to

The school you selected will be notified of your MPN completion within the next 24 hours.

Your school will tell you what loans, if any, you are eligible to receive. If you have questions regarding your loan eligibility, the next steps in the processing of your loan, when the loan will be disbursed (paid out), or no longer wish to receive the loan, contact your school's financial aid office.

[View, save and/or print a copy of your completed MPN for your records.](#)

#### Questions?

- Visit the [Help Center](#)

The Master Promissory Note is now complete. Save or print a copy for your records.