

Completing a MPN 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), a student must complete a FAFSA (at studentaid.gov), a Master Promissory Note (MPN) and Entrance Counseling (for Direct Subsidized/Unsubsidized Loans and in some cases, Grad Plus Loans).

Who must complete a Grad Plus Loan MPN?

Individuals 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, 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 and addresses for two (2) individuals to be used as references

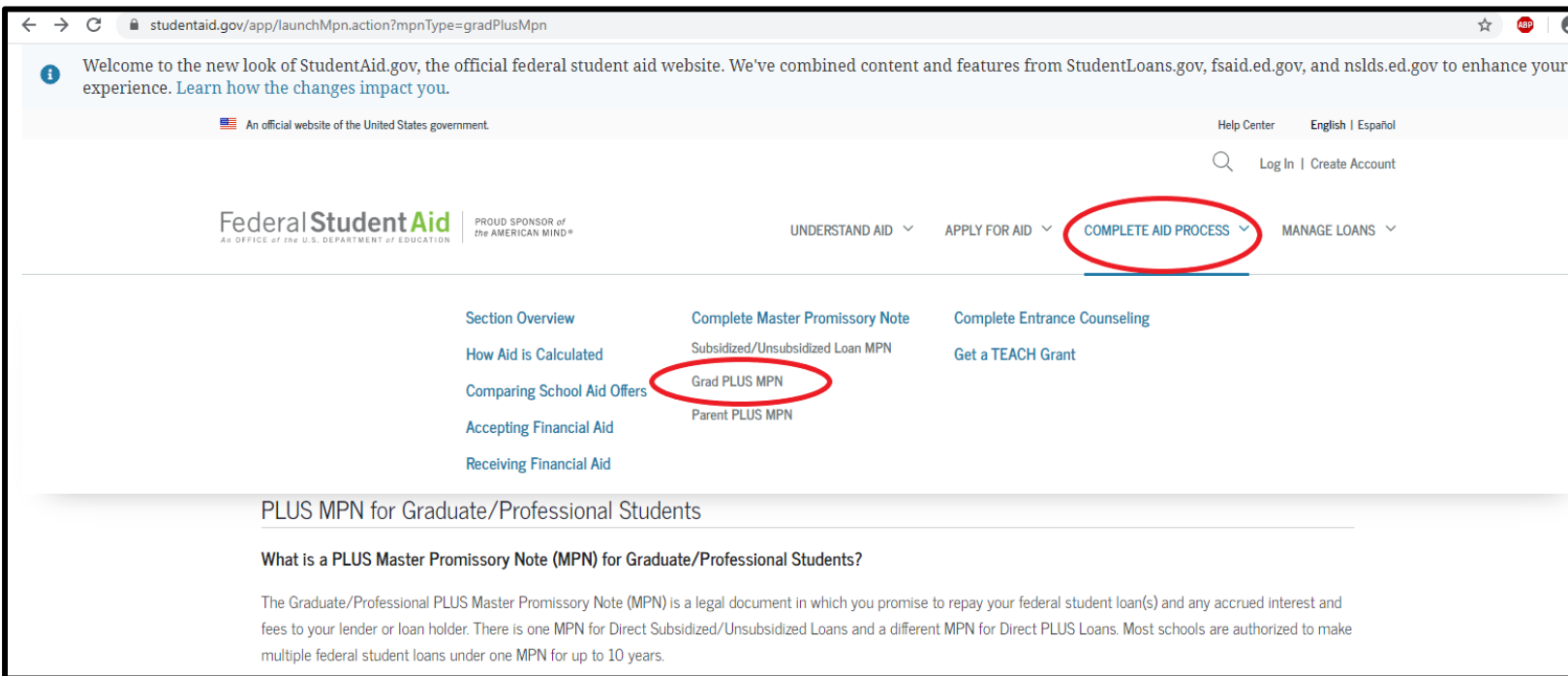
How do I complete a MPN for the Grad Plus Loan?

1. The student must go to studentaid.gov and "Log In" using their FSA ID and Password.

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 header with the text 'You Are America's Smartest Investment' and a large 'Log In' button, also circled in red. To the right of the main header, 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', each with a brief description of the user's situation.

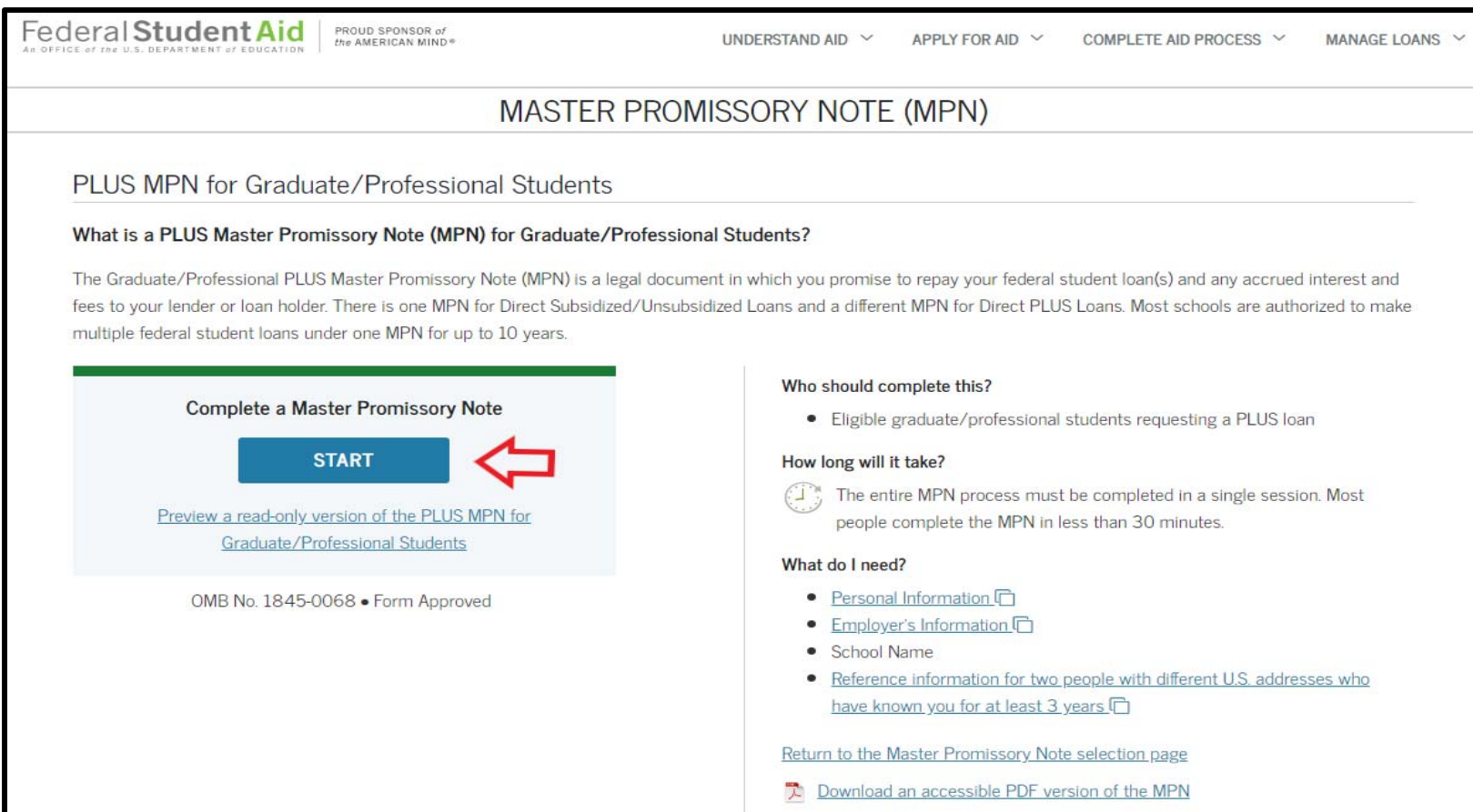
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2. Move your mouse to the top of the page and hover over the “COMPLETE AID PROCESS” dropdown. Click on the “Grad Plus MPN” link when it appears.



The screenshot shows the StudentAid.gov website. At the top, there is a navigation bar with the following items: "UNDERSTAND AID", "APPLY FOR AID", "COMPLETE AID PROCESS" (circled in red), and "MANAGE LOANS". Below the navigation bar, there is a menu with several options. The "Grad PLUS MPN" option is circled in red. Below the menu, there is a section titled "PLUS MPN for Graduate/Professional Students" with a sub-section "What is a PLUS Master Promissory Note (MPN) for Graduate/Professional Students?".

3. Click the “START” button under Complete a Master Promissory Note.



The screenshot shows the "MASTER PROMISSORY NOTE (MPN)" page. The page title is "MASTER PROMISSORY NOTE (MPN)". Below the title, there is a section titled "PLUS MPN for Graduate/Professional Students" with a sub-section "What is a PLUS Master Promissory Note (MPN) for Graduate/Professional Students?". The text describes the MPN as a legal document. Below the text, there is a box with the title "Complete a Master Promissory Note" and a blue "START" button. A red arrow points to the "START" button. Below the button, there is a link: "Preview a read-only version of the PLUS MPN for Graduate/Professional Students". To the right of the "START" button, there is a section titled "Who should complete this?" with a bullet point: "Eligible graduate/professional students requesting a PLUS loan". Below that, there is a section titled "How long will it take?" with a clock icon and text: "The entire MPN process must be completed in a single session. Most people complete the MPN in less than 30 minutes." Below that, there is a section titled "What do I need?" with a list of items: "Personal Information", "Employer's Information", "School Name", and "Reference information for two people with different U.S. addresses who have known you for at least 3 years". At the bottom, there are two links: "Return to the Master Promissory Note selection page" and "Download an accessible PDF version of the MPN".

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4. Complete the required fields with your (the student) information. At the bottom of the page, select **Northern Illinois University** as your school and then click “Continue”.

The screenshot shows the Federal Student Aid website interface for completing a Master Promissory Note (MPN). The page title is "MASTER PROMISSORY NOTE (MPN)". The navigation bar includes "Federal Student Aid" and "PROUD SPONSOR of the AMERICAN MIND®". The main navigation menu has four steps: 1. Information (highlighted in green), 2. References, 3. Review and Edit, and 4. Sign & Submit. A blue information box states: "Some of the data fields may be populated with information we have on file for you." The "Borrower Information" section contains the following fields:

- Driver's License State: A dropdown menu with "- Select -" selected.
- Driver's License Number: A text input field.
- Permanent Address: A link to "More Information" with an external link icon.
- Address (line 1): A text input field.
- Address (line 2): A text input field.
- City: A text input field.
- State: A dropdown menu with "- Select -" selected.
- Zip Code: A text input field.
- Country: A dropdown menu with "- Select -" selected.

Below the address fields, there is a checkbox labeled "This is my current permanent address. If permanent address information is incorrect, update as needed." At the bottom, there is a question: "Is your mailing address different than your permanent address?" with a link to "More Information" and an external link icon.

5. 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.

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Federal Student Aid | PROUD SPONSOR of the AMERICAN MIND®

UNDERSTAND AID | APPLY FOR AID | COMPLETE AID PROCESS | MANAGE LOANS

MASTER PROMISSORY NOTE (MPN)

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

i Some of the data fields may be populated with information we have on file for you.

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.

Reference1

If you have previously completed information for the reference:

Name [More Information](#)

First Name: Middle Initial:

Last Name:

6. Review the information provided and edit if necessary.

7. Read the terms and conditions. At the bottom, check the box and then type in your name. Click “SIGN & SUBMIT” to electronically sign and submit the MPN.

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.

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