



Direct Loan Master Promissory Note

Loan Instructions

AN IMPORTANT NOTE: Before Receiving A Student Loan, Borrowers (you) Must Complete An Entrance Counseling Session & Master Promissory Note

1. Go to www.studentloans.gov. Click on the Green "Sign In" button under Manage My Direct Loan.
2. Complete the Sign In information. (You will need your pin number).
3. Select Complete Master Promissory Note.
4. Select Subsidized/Unsubsidized Loans.
5. Complete personal information section. Click Continue.
6. Complete the reference section. You will need two references that have different mailing addresses. Click Continue.
7. Review Terms and Conditions. You will need to open and read all sections. It is very important that you read this section as it contains your rights and responsibilities as a borrower. Click Continue.
8. Check box at bottom of page and Click Continue.
9. Review your application for accuracy. If the data is correct then click on the "Sign" button
10. Print a copy of the application for your records. We will be notified electronically that you have completed it.

If you have any problems or questions during the online MPN process, please contact the Department of Education directly by using the "Contact Us" section on the studentloans.gov website.

The Office of Student Financial Aid
223 James P. Brawley Drive, SW ♦ Haven Warren Hall 209 ♦ Atlanta, GA. 30314
404.880.8992 Office ♦ 404.880.8070 Fax