DIRECT LOAN MASTER PROMISSORY NOTE INSTRUCTIONS

Before receiving a student loan, borrowers (you) must complete a Master Promissory Note (MPN) and a Entrance Interview. Go to: www.studentloans.gov

STEP 1: Go to www.studentloans.gov
STEP 2: Click on Student Financial Services

Phone: 516-572-7396   Fax: 516-572-7642   Email: financialaid@ncc.edu

DIRECT LOAN MASTER PROMISSORY NOTE INSTRUCTIONS

Before receiving a student loan, borrowers (you) must complete a Master Promissory Note (MPN) and a Entrance Interview. Go to: www.studentloans.gov

Please use your PIN to sign in

Why am I signing in?

View My Loan Documents
Entrance Counseling
Sign Master Promissory Note
Complete PLUS Request Process
Endorse PLUS Loan

Please visit the PIN site if you are a new user or have forgotten your PIN.

STEP 3: Under the heading “Master Promissory Note,” click on “Complete MPN.”
STEP 4: Choose “Subsidized/Unsubsidized” as the loan type
STEP 5: Correct any pre-filled information that needs to be updated; enter the school state and school name; and, click “continue”
STEP 6: Select a reference previously given from the drop down menu or enter two new references (their addresses, phone numbers, country and their relationship to the student must be entered to continue), then click “continue”
STEP 7: Read the Terms & Conditions (you must click on each section individually and read them), then check the Affirmation Statement and click “continue”
STEP 8: Review all entered information. Type in your full name, then click “Sign”
STEP 9: Once you signature is authenticated, click on “HTML Version” to review the completed MPN.
STEP 10: Click “continue”
STEP 11: The MPN has now been submitted. Click “View PDF”