



**National**  
University College

# Guide to Completing the Master Promissory Note (MPN)



Inicie sesión en  
StudentLoans.gov con su  
credencial FSA ID validada [?](#)

**INICIAR SESIÓN**

[Crear una credencial FSA ID](#)

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## Financial Aid Office

This guide applies to all students who need and decide to take Federal Loans with or without subsidy of interest of the Direct Loan Program to help cover education expenses; you will be required to complete the MPN.

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.

Through the Master Promissory Note you will obtain information about:

- The terms of your loan
- The conditions of your loan

The process of completing the Master Note must be completed in a single session and only takes approximately 30 minutes.

It is important that you have on hand:

- Your FSA ID credential.
- Personal information.
- Reference information for two people with different PR or US addresses who have known you for at least 3 years.

\* If you have difficulty obtaining and retrieve your FSA ID credential, you can access: <https://fsaid.ed.gov/npas/index.htm>.

**Step 1:** Go to <https://studentloans.gov/myDirectLoan/index.action>



**Step 2:** Click on the Log in button



**Step 3:** If you have not yet replaced your PIN Number with the FSA ID, click on the 'Create an FSA ID credential' option. If you already have an FSA ID proceed to enter the username and password, then check the option to log on.

Log In

FSA ID Username or E-mail Address:

FSA ID Password:

Forgot Username or Password? [Create an FSA ID](#)

LOG IN

Cancel

**Step 4:** To continue you must accept the Disclaimer.

Disclaimer

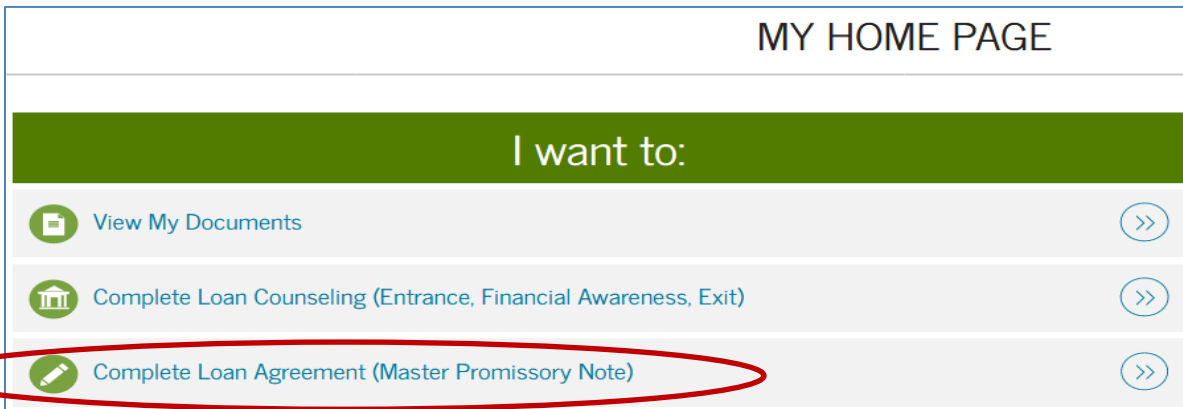
This is a U.S. Federal Government computer system intended to be accessed solely by individual users expressly authorized to access the system by the U.S. Department of Education. For security purposes and to ensure that the system remains available to all expressly authorized users, the U.S. Department of Education monitors the system to identify unauthorized users. Anyone using this system expressly consents to such monitoring. Except as expressly authorized by the U.S. Department of Education, unauthorized attempts to access, obtain, upload, modify, change, and/or delete information on this system are strictly prohibited and are subject to criminal prosecution under 18 U.S.C. 1030, and other applicable statutes, which may result in fines and imprisonment. For purposes of this system, unauthorized access includes, but is not limited to:

- Any access by an employee or agent of a commercial entity, or other third party, who is not the individual authorized user, for purposes of commercial advantage or private financial gain (regardless of whether that commercial entity or third party is providing a service to an authorized user of the system); and
- Any access in furtherance of any criminal or tortious act in violation of the Constitution or laws of the United States or of any State.

If system monitoring reveals information indicating possible criminal activity, such evidence may be provided to law enforcement personnel.

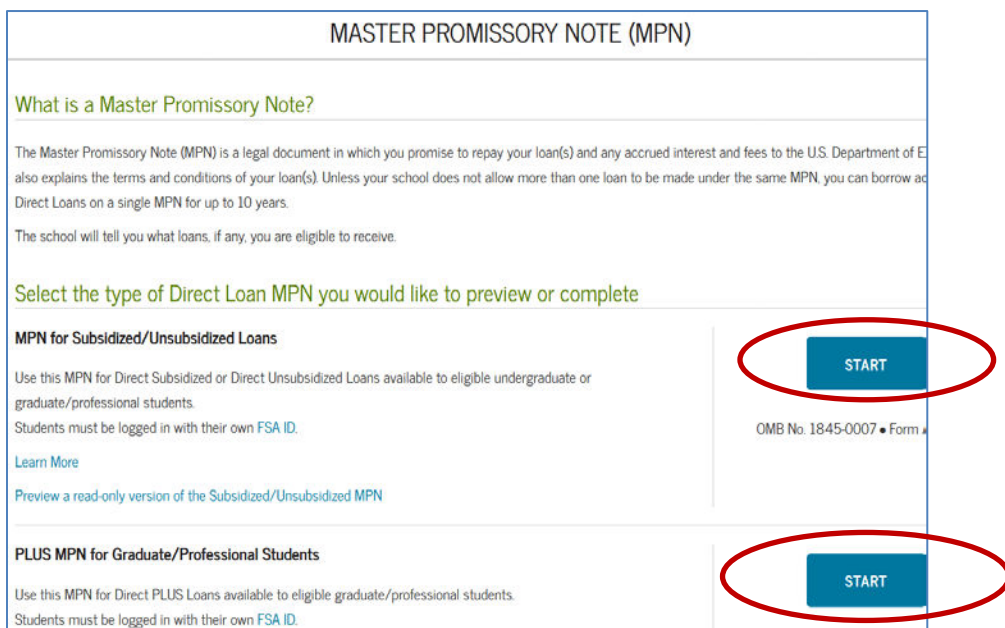
DECLINE ACCEPT

**Step 5:** On your home page you must select the option "Complete a loan agreement (Master Promissory Note)".



**Step 6:** Select the type of loan for which you will be completing the MPN:

- Subsidized/unsubsidized loan,
- PLUS loan for postgraduate/professional students (master's degree)
- PLUS loan for parents



**Step 7:** Complete the requested information and verify that it is correct. Select the state and name of your Institution (National University College, Instituto de Banca y Comercio or Florida Technical College). Then click "Continue".

**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:

**CONTINUE**

**Step 8:** Enter 2 references of two adults with different addresses. One of the references must be a parent or legal guardian. Then click "Continue."

**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:  \*

CONTINUE

**Step 9:** Verify that the information entered is correct. Then click Continue.

CONTINUE

**Step 10:** Review and Signature- In this section you will see your personal information, the school you selected and the references you placed. Check that the data is correct. If you need to correct information you can give the button "Edit" and put the correct information. Then confirm that you have checked the information, make a check mark "√" in the box. At the end you must place your name, initial (if applicable) and first last name. Then, click the "Sign and send" button.

**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 11:** It will indicate if you successfully sent your Maestro Promissory Note (MPN). You can see the MPN again and / or print it.

MASTER PROMISSORY NOTE (MPN)	
<b>Confirmation</b>	
<p><b>You have successfully submitted your MPN.</b></p> <p>A confirmation e-mail has been sent to</p> <p>The school you selected will be notified of your MPN completion within the next 24 hours.</p> <p>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.</p>	<p><b>Next Steps</b></p> <ul style="list-style-type: none"><li>• Access <a href="#">PLUS Credit Counseling</a> for more information on PLUS borrowing.</li></ul>

**END**