

University of Wisconsin-Whitewater

STUDENT MASTER PROMISSORY NOTE INSTRUCTIONS

In the information you received in your financial aid award package, it indicates you must complete a Master Promissory Note for the **William D. Ford Federal Direct Loan**. This promissory note will be used to make Direct Loan disbursements until one of the following occurs: you inform our office in writing that you no longer want the note to be used for additional loans, or if in twelve months after the date you sign the note there was not a disbursement, or the ten year expiration date occurs from the date you signed the note.

As you continue your education, the Master Promissory Note (Direct Subsidized and Unsubsidized or Grad PLUS) may be used for all subsequent loan(s) you accept in the appropriate Direct Loan Program.

Complete your Master Promissory Note (MPN) on the Internet

<http://StudentLoans.gov>

- ✓ Go to the above website and sign in. You will be asked for your PIN. If you do not have your PIN, you will be given the opportunity to visit the PIN site. You can request a duplicate to be displayed immediately. You will then be able to continue on to sign your Master Promissory Note.
- ✓ Once you have signed in, proceed to complete the Master Promissory Note section by clicking "Complete MPN". Select either Subsidized/Unsubsidized or Grad Plus depending on the type of loan you accepted on your award letter.
- ✓ Continue on by completing the information requested.

Your direct Loan is credited directly to your student account no earlier than 10 days prior to the start of the term once eligibility and requirements are met. If there is an overpayment a refund can be processed. ***Complete your Promissory Note promptly to avoid delays!***

Student Accounts

800 West Main Street, Hyer Hall, Room 110

Whitewater, WI 53190-1790

(262) 472-1373 or (800) 621-7244

Fax: (262) 472-1977

Email: sfs@uww.edu

Website: <http://www.uww.edu/adminaffairs/sfs/>