Federal Direct Stafford Loan
How to...

Sign a Master Promissory Note (MPN)
How To Sign a Master Promissory Note

• First time Federal Student Loan borrowers must sign a Master Promissory Note (MPN) in accordance with federal regulations.
• The MPN is signed at www.StudentLoans.gov. (at right)
• Click “Sign In” beneath “Manage My Direct Loan”.
• At the next screen, you will need to enter your personal information in order to sign in. You will need your Federal Student Aid PIN which was used when you filled out your FAFSA
• After signing in, the website will next bring you to a screen displaying your personal information (at right).

• After reviewing your personal information, click on “Complete Master Promissory Note”.

• The site will next bring you to a screen which explains what an MPN is and asks which type of loan you would like to receive. Choose “Subsidized/Unsubsidized”.

Click here to begin.
Next, you will be brought to the first of four steps you will need to complete.

On this screen you will need to enter your personal information and choose your school.

When selecting St. John’s, be sure the school state is “NEW YORK” and the school name is “SAINT JOHN’S UNIVERSITY”.

Once you have entered all the necessary information, click “Continue”.

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• The website will next ask you to provide information for two personal references.

• Be sure read to read the notes in the grey box which will help you decide who to list as a reference.

• Once you have completed all necessary fields, click “Continue”.

Read these notes before listing references.
The website will next display the terms and conditions of Federal Direct Stafford Loans.

There are four sections (C,D,E, and G). Click on each section and read the information carefully.

Once you have finished reading all sections of the Terms and Conditions, check the box at the bottom of the page and click "Continue".

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Click each section to read, then check the box and continue.
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• The next and final step is to review the information you have submitted and sign the MPN.
• To sign the MPN, type your full name on the bottom of the page and click “Sign”.
• After clicking “Sign”, you will be prompted to review your MPN. Click on “HTML Version” to review the MPN.
• Once you have reviewed the MPN, are satisfied your information is correct, and understand the terms and conditions, click “Continue”.
• You have now completed the MPN. It will be shared with St. John’s and will be saved on this website for you to view at anytime. You may also download or print a copy for your own records.
Remember…

• Be sure to accept your loan awards on your UIS account at http://apollo.stjohns.edu.

• New borrowers be sure to complete entrance counseling at www.StudentLoans.gov.