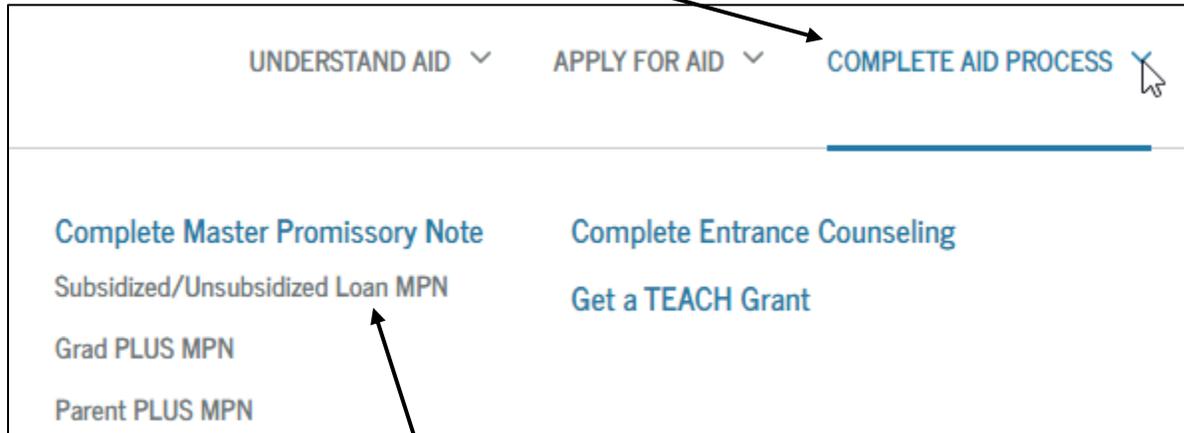


Steps to Complete the Stafford Loan Master Promissory Note (MPN – Completed by the Student)

1. Visit studentaid.gov and click **“Log In”** in the upper right corner.
2. Sign in using your FSA ID and Password (for Stafford MPN – the student should be logging into the website).
3. Click **“Complete Aid Process”** from the top bar menu.



4. In the drop-down, choose **“Complete Master Promissory Note → Subsidized/Unsubsidized Loan MPN”**
5. Select **“Start”** for MPN for Subsidized/Unsubsidized loans (student loans).

Select the type of Direct Loan MPN you would like to preview or complete

MPN for Subsidized/Unsubsidized Loans

Use this MPN for Direct Subsidized or Direct Unsubsidized Loans available to eligible undergraduate or graduate/professional students.
Students must be logged in with their own [FSA ID](#).

START

OMB No. 1845-0007 • Form Approved

6. Confirm the borrower (student) information listed is correct.
 - a. If you do not have a driver’s license, you can leave that blank.
7. Select your school. Choose the state, then the schools will appear.

School Information

Select School to Notify

U.S. Schools/U.S. Territory Schools

Non U.S. Schools

Choose a state:

- Select -

Search school by name:

Select or type

The school you selected is participating in the electronic Master Promissory Note (MPN) process.

School Name:
CHOWAN UNIVERSITY

School Code/Branch:
G02916

School Address:
ONE UNIVERSITY PLACE
MURFREESBORO, NC 278551850

8. Enter the Reference Information. Be sure to adhere to the rules as stated.

Reference Information

List two persons with different U.S. addresses who do not live with you and who have known you for at least three years. If you are a parent borrower, do not list the student.

- List two persons with different U.S. addresses who have known you for at least three years.
- The first reference should be a parent or legal guardian.
- References must have different addresses and telephone numbers.
- If the reference does not have a telephone number, enter N/A.

9. Review the information is correct and continue.

10. If no further changes are needed, scroll to the bottom. Select the Check box, and enter your name as it appears at the top of the page.

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.

11. The following screen will be shown, confirming your submission.

Confirmation

You have successfully submitted your MPN.

A confirmation e-mail has been sent towommar@chowan.edu

The school you selected will be notified of your MPN completion within the next 24 hours.

Please allow 24 to 48 hours for information to be received and processed at Chowan University. You may check your document status online at chowan.edu/netpartner.