Direct Subsidized/Unsubsidized Loan Master Promissory Note (MPN)  
(To be completed by the student.)

Steps to complete the Sub/Unsub MPN:

1) Student goes to www.studentloans.gov

2) Log In (green button) using FSA ID  
   a. NEW FSA ID needed for Log In  
      i. See enclosed instructions for a step-by-step guide on “How to create an FSA ID”  
      ii. Once FSA ID is created, Log In on www.studentloans.gov

3) Choose “Complete Master Promissory Note”

4) Select “Subsidized/Unsubsidized” for “the type of loan you would like to receive”

5) Complete the Sub/Unsub MPN with student information  
   a. You will need to list 2 personal references. You will need first and last name, middle initial, complete address, telephone number, and their relationship to you. Your parent should be 1 reference. The 2 references must live at different addresses.