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 <http://studentaid.gov>
2. LOG IN using FSA ID & password
3. Under My Checklists select “I’m In School”
4. Choose **“Complete a Loan Agreement”**
5. Choose “**START” for MPN for Subsidized/Unsubsidized Loans** for the type of Direct Loan MPN you would like to complete
6. Complete the Sub/Unsub MPN with student information
   1. 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.
   2. Your results will be sent electronically to Viterbo.