

Steps to Complete the Stafford Loan Master Promissory Note (MPN to be completed by the student)

1. Visit **studentaid.gov** and “**LOG IN**” in the upper right corner.
2. Sign in using your student FSA-ID & Password (for Stafford MPN – the student should be logging into the website).
3. Click “**Loans & Grants**” from the top bar menu.



4. In the drop-down, choose “**Master Promissory Note (MPN)**”.
5. Select “**Start**” for I’m an Undergraduate Student.

Choose the Direct Loan MPN you want to preview or complete



6. Confirm the borrower (student) information listed is correct. If you do not have a license, leave it 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 & enter your name & submit.

Sign and Submit

I understand that more than one loan may be made to me under this MPN. I understand that by accepting any disbursement issued at any time under this MPN, I agree to repay the loan associated with that disbursement.

First Name

Middle Initial - optional

Last Name

The time and date of your signature will be recorded and included as part of your completed MPN.

11. Once you submit, you should see the confirmation page.

Confirmation

You have successfully submitted your MPN.

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

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

Please allow 24-48 hours for information to be received & processed at Chowan University.

You may check your document status online at netpartner.chowan.edu.