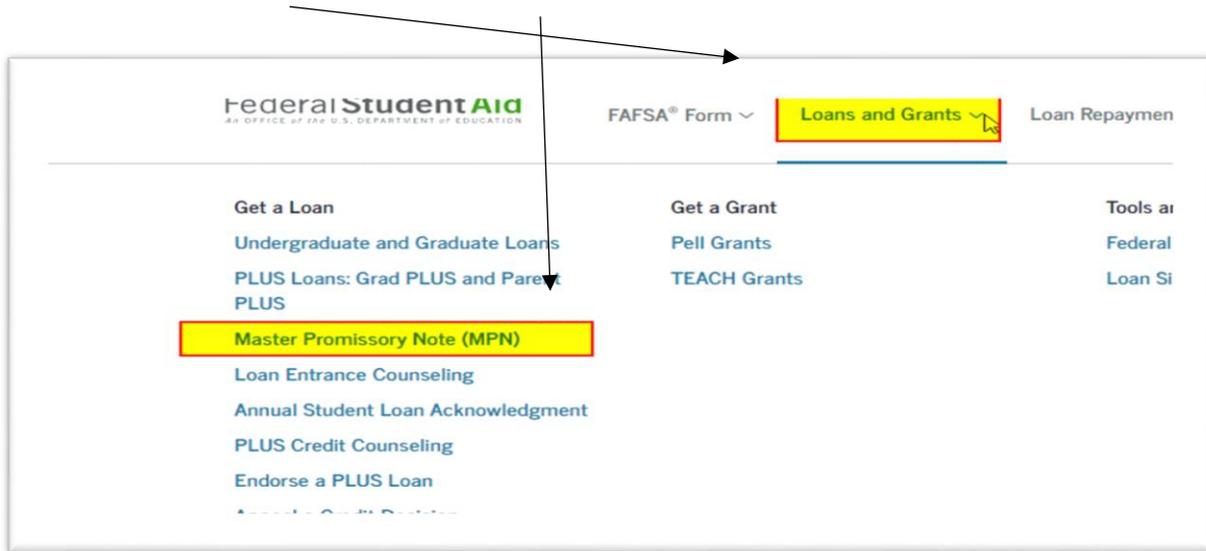


**Steps to Complete PLUS Loan Master Promissory Note (MPN to be completed by the parent)**

1. Go to studentaid.gov & click “Log In”. >>> Log in using the “Parent FSA-ID and Password”. Please note that the parent applying for the loan should appear in the upper right corner.
2. Click “Loans & Grants” and then “Master Promissory Note (MPN)”



3. Enter your information in the Borrower Information.

The screenshot shows the 'Citizenship Information' section of the form. It has a title 'Citizenship Information' with a dropdown arrow. Below the title is the label 'Citizenship Status'. There are three radio button options: 'U.S. Citizen or National' (which is selected), 'Permanent Resident/Other Eligible Non-Citizen', and 'Neither of the above'.

4. Enter your student’s information as well.

The screenshot shows the 'Student Information' section of the form. It has a title 'Student Information' with a dropdown arrow. Below the title is the label 'Select the student or enter student information below:' followed by a dropdown menu with 'Select' as the current selection. Below this are three text input fields: 'First Name', 'Middle Initial - optional', and 'Last Name'.

5. Choose the School. You must enter North Carolina and select Chowan University in order to populate.

**School Information**

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Select a school to notify

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

Non U.S. Schools

Choose a State

Search School By Name

6. Complete the reference section. Please be aware of the parameters of who can be used as a reference.

**Reference Information**

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Enter the requested information for two persons with different U.S. addresses who do not live with you and who have known you for at least three years. The references should be people who will be able to help us contact you in the future if we are unable to reach you. References are only used for this purpose and are never required to repay your loan.

Please note the following information about your references:

- Do not list the student for whom you are borrowing.
- References must have different addresses and telephone numbers.
- References who live outside the United States are not acceptable.
- If the reference does not have a telephone number, enter N/A.
- Providing an email address for a reference is optional. If an email address is provided, we may use it to communicate with the reference.

7. Once you have reviewed the Promissory Note, go to Sign & Submit.

**Sign and Submit**

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**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*

**Please allow 24-48 hours for the information to be received & processed at Chowan University.  
You may check your document status online at [netpartner.chowan.edu](http://netpartner.chowan.edu).**