

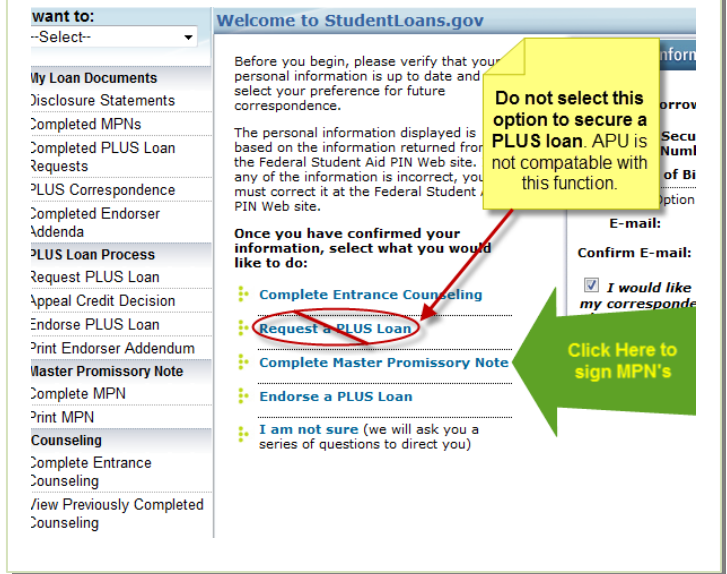
# Online Master Promissory Notes (MPN)

APU plays an important role in distributing financial aid funds to students. The actual loan funds however come from the U.S. Department of Education(ED). Before ED will approve loan funds for a student, they require that each student completes a few online requirements. One of these requirements is that students sign a contract promising to pay any loan funds back. This contract is called a Master Promissory Note (MPN). Students must complete a different MPN for Stafford and PLUS loans. Below are instructions on how to complete the online MPN's. **APU will automatically receive notification within 1-2 business days from the time you complete your MPN online.** You should see these items disappear from your "To-Do list" shortly thereafter.

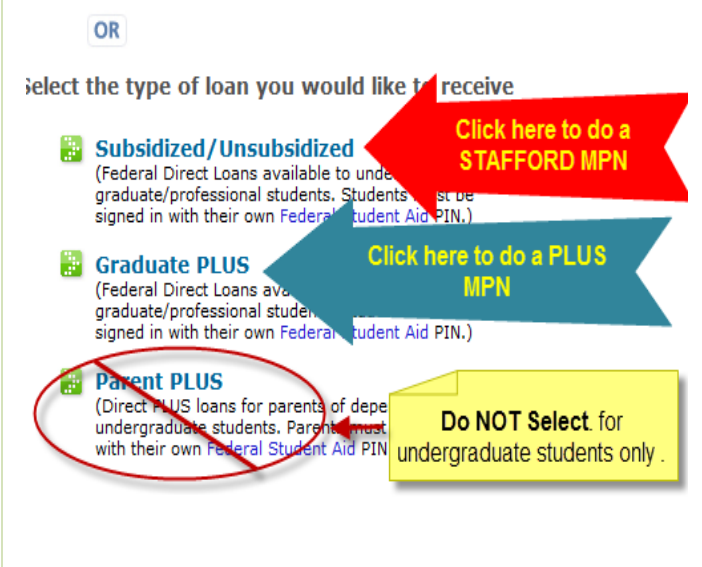
**Step 1:** go to [www.studentloans.gov](http://www.studentloans.gov) and sign in. Your PIN number is the same as the one for your FAFSA.



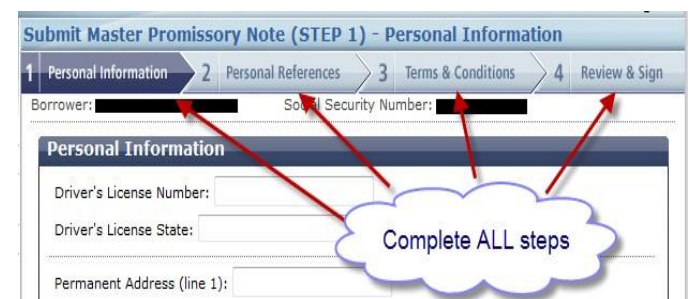
**Step 2:** The page below will display after signing in. Now select "Complete a Master Promissory Note"



**Step 3:** On this page you will see the following options displayed. Select the appropriate MPN.



**Step 4:** The page below will display after selecting the appropriate MPN. Complete all requested information and follow any additional prompts. All steps must be completed for the MPN to be considered complete.



\* If you wish to receive both PLUS and Stafford loans, after completing this step, go back to step 3 and complete a PLUS MPN if you did the Stafford MPN (or vice versa)