Completing MPN for student loans

- Start at studentaid.gov, you will need to login using your FSA ID information from your FAFSA application.

- Once you login you can select the header “Complete Aid Process” and then select Complete a MPN.

- There are MPNs for each student type and for parents so make sure you are completing the appropriate MPN.

- You can select Complete an MPN to see the explanation for each type of MPN. If you’re not sure which MPN to select read through the options on screen. You can ask enroll@uttyler.edu or 903.566.7180.

- Once you know which MPN to select hit the blue start option next to that MPN.
If you are a graduate student there are two different MPN options for you. If you have accepted a standard unsubsidized loan complete the first option.

If you are attempting to apply for a GRAD PLUS Loan, select the second option.

There are 5 Steps to the MPN. You can follow your progress through the steps at the top of the page.

- Make sure to read through each page and confirm your contact information.
- Select your school to notify them of your completed MPN. You can remove the school if you find that you have selected the wrong one.
- Select the blue “Continue” option at the bottom of each page to move forward.
• The second section requires you to give reference information for two references. Make sure you give accurate information so that if for any reason your loan servicer cannot contact you, they can reach your reference for assistance.

• Step 3 is the MPN Agreement. It has 5 pages so make sure you read through each page before moving forward.

• Step 4 is to review and edit any errors in your information and references. If you need to make a correction, select “Edit” on the section and correct the error.
- The last section is the signature and promissory agreement. Read through the agreement fully.

- Check the box next to the agreement and signature approval.

- Type in your name as a signature to complete the agreement. When you are ready, select the blue “Submit” option.

- You should see a success message on screen. Your school will be notified generally within 24 hours. It can take longer for each school to be notified so make sure you complete your MPN early.