



**STAFFORD LOAN MASTER PROMISSORY NOTE  
MPN  
INSTRUCTIONS**

*There is a multi-step process to complete your Master Promissory Note. Follow each step slowly and carefully. We estimate that this should take approximately 30 minutes to complete.*

**Step 1** Log on to [www.studentloans.gov](http://www.studentloans.gov) with your FSAID and password. Your FSAID is the user name used to complete your FAFSA. After you log in, click on “Complete Master Promissory Note” located in the middle of your screen.

**Step 2** Scroll down and click on “Subsidized/Unsubsidized” Complete both the “Personal Information” and “Personal References” sections of the form. Please make sure that spelling is correct and you have filled in all the blank spaces. Make sure to review all that you have entered before you hit the submit button. NOTE: The information filled in must be the student’s information, not the parents.

**Step 3** You will be asked to read the “Terms & Conditions”. The section is in four parts. Before you can proceed any further, you need to confirm that you have read it and understand the information provided to you. In order to confirm this, please click and read each section. We suggest that you print out a copy and read it in its entirety.

**Step 4** You will be now asked to review a draft version of the MPN that will include the information you provided.

**Step 5** After reading over the draft, electronically sign the MPN by typing in your full name.

**Step 6** Your Master Promissory Note is now complete! Ramapo will be notified that you have signed your Master Promissory Note. Please follow the instructions to print out your copy.

1. Clear your web browsers to remove your personal information from this computer. This is especially important if this computer does not belong to you or if you share it with others.
2. Print and Save a copy of your MPN for your records. You may also return at a later date to retrieve and print your MPN by using the “Retrieve MPN: link from the MPN home page.

We hope you find these instructions to be helpful in filling out your Master Promissory Note. If you have any problems or concerns, please do not hesitate to call the Office of Financial Aid at (201) 684-7549 or email us at [finaid@ramapo.edu](mailto:finaid@ramapo.edu).