



Direct Subsidized/Unsubsidized Student Loan Online Master Promissory Note (MPN) Information

<https://dlenote.ed.gov>

Gather the following information before going online:
(you do not need to submit this form to our office)

Borrower (Student) Information	
Full Legal Name:	
Permanent Street Address:	
Address 2:	
City:	
State:	
Zip:	
Permanent Telephone:	()
Email (recommended):	
Drivers License State:	
License Number:	
School Name:	OSU-Stillwater, OK
School Code:	003170

Reference Information: Provide the requested information for two references with different U.S. addresses who have known you for at least 3 years. The first reference should be a parent or legal guardian.			
Parent/Legal Guardian:		Reference 2:	
First Name:		First Name:	
Middle Initial:		Middle Initial:	
Last Name:		Last Name:	
Permanent Street Address:		Permanent Street Address:	
Address 2:		Address 2:	
City:		City:	
State:		State:	
Zip:		Zip:	
Permanent Telephone:	()	Permanent Telephone:	()
Relationship to Borrower:		Relationship to Borrower:	

Be sure the computer you are using has Internet Explorer 6.0 or higher as well as Adobe Acrobat Reader 5.0 or higher. If you prefer, you can use a computer located on campus (they have the correct software). You can call 744-4403 to locate a computer lab nearest you. The Office of Scholarships & Financial Aid also has a computer lab available 8AM to 5PM to file the FAFSA, complete an MPN, or complete an Entrance Interview. Staff are available to assist you with any questions you may have.

-- step-by-step instructions (*What to Expect*) on the reverse page --

What to Expect As You Complete Your MPN Online

<https://dlenote.ed.gov>

- STEP 1 PIN REGISTRATION** – You will be transferred to the U.S. Department of Education’s PIN site to confirm your identity, part of which involves your PIN. This is not the PIN for OSU’s SIS system. You should have received your PIN on a card after you filed the FAFSA with the Department of Education. If you do not have a PIN, or have misplaced it, please visit the PIN site at www.pin.ed.gov to find out how to obtain one.
- STEP 2 DISCLOSURE & CONTENT** – When you return to the electronic MPN web site, you will be asked to read information about using an electronic MPN and to tell us whether or not you agree to use an electronic MPN.
- STEP 3 PROVIDE NAME & SCHOOL** – You will be asked to provide your full legal name and school information. You will be able to review and modify this information, if necessary, before it is added to your electronic MPN.
- STEP 4 READ BORROWER'S RIGHTS AND RESPONSIBILITIES STATEMENT** – You will be asked to read a Borrower’s Rights & Responsibilities Statement that provides important information about the loan(s) you may receive under your MPN. Before you continue with the electronic MPN process, you must confirm that you have read the Borrower’s Rights & Responsibilities Statement.
- STEP 5 COMPLETE MPN** – During this step, you will be asked to provide the remaining information necessary to complete your MPN. This will include the information listed in the *Borrower (Student) Information* and *Reference* sections on the other side of this sheet.
- STEP 6 REVIEW DRAFT MPN** – You will be asked to review a draft version of your MPN that will include the information you provided in Step 5. Before you can continue with the electronic MPN process, you must confirm that you have read your Draft MPN.
- STEP 7 SIGN YOUR MPN** – You will be asked to review the Promise to Pay section of the MPN and then electronically sign the MPN using your full name. You will still have the opportunity, at this point, to modify the information you provided or to cancel the electronic MPN process.
- STEP 8 REVIEW SIGNED MPN** – You will be shown an Adobe PDF version of the completed MPN that includes your electronic signature. Before you can continue with the electronic MPN process, you must confirm that you have read the completed MPN. To do this, you will find a 3-character Confirmation Code located at the bottom of your signed MPN. It will read, “Your MPN Confirmation Code is ***.” Write the code here: _____ . You will need to enter this code after you finish reviewing your signed MPN and close the Adobe Acrobat Reader window. **You cannot complete the MPN process until you enter the MPN Confirmation code as requested.**
- STEP 9 CONFIRM ACCEPTANCE OF MPN TERMS AND SUBMIT MPN** – You will be asked to confirm that you agree to the terms & conditions of your MPN. You will also be given a final opportunity to cancel or modify your MPN. If you agree with the terms & conditions of the MPN, you will complete the electronic MPN process by submitting your MPN to the Department of Education.
- STEP 10 SUCCESS! NOW PRINT YOUR MPN** – Your MPN is now complete. This page provides instructions for:
- Printing and/or saving a copy of your completed MPN for your records.
 - Retrieving a copy of your completed MPN at a later date.
 - Asking us to send you a copy of your completed MPN.
 - Clearing your browser to remove any personal information you used while completing your MPN.

NOTE: You must also complete Entrance Counseling before your loan will disburse to your Bursar’s account. If you have not already done so, you can complete this online at www.dl.ed.gov.