Federal regulations require that parents and graduate students who take Direct PLUS Loan(s) complete a PLUS Loan Master Promissory Note (MPN) before the loan funds can be disbursed. The PLUS Loan MPN is a legal document in which you promise to repay your loan(s) and accrued interest and fees to the Department of Education. It also explains the terms and conditions of your loan(s).

Please follow the instructions below to complete your required PLUS Loan MPN online. Alternatively, there is a link to this web site on the Financial Aid Forms page of the UT Website (www.ut.edu/financialaid/forms/).

- **Go to the www.StudentLoans.gov website.**
- **Click “Sign in.”**
- **Enter borrower (not student) information:**
  - Social Security number
  - First Two(2) characters of last name
  - Date of birth
  - Your FAFSA PIN number
  - Parents must sign in using their federal student aid PIN to complete PLUS Master Promissory Note (MPN).
  - If you do not remember or do not have a FAFSA PIN number, retrieve or request a new PIN at www.pin.ed.gov.
- **Click on “Complete Master Promissory Note.”**
- **Select “Parent PLUS” or “Graduate PLUS.”**
- **Follow the on-screen instructions and complete steps 1 through 4 to fill out and e-sign your MPN.**

The Financial Aid Office will receive electronic confirmation when the MPN is complete, usually within 1-2 business days.

If you have any questions, please contact the Financial Aid office.