



# Direct PLUS Loan MPN INSTRUCTIONS 2022-23

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/](http://www.ut.edu/financialaid/forms/)).

- Go to the <https://studentaid.gov> website.
- Click "Log In".
  - Parents must sign in using their FSA ID to complete the PLUS Master Promissory Note (MPN).
  - If you do not remember or have not created a FSA ID, go to <https://studentaid.gov> and click on either "create" or "edit".
- Click on "Complete a 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.