DENISON

How To Guide: Completing the Master Promissory Note (MPN) for Federal Student Loans

Federal Direct Subsidized and Unsubsidized Loans

Students borrowing Federal Direct Subsidized or Unsubsidized Loans must complete an online Master Promissory Note (MPN) before receiving their loan funds.

The MPN is a legal document in which you promise to repay your loan(s), including any accrued interest and fees, to the U.S. Department of Education. It also explains the terms and conditions of your loan(s). An MPN may remain valid for up to 10 years unless certain circumstances require you to complete a new one.

You should complete an MPN if you plan to use federal student loans. To confirm whether you must complete this requirement, check your My Financial Aid Portal (see the image below).

1. Go to StudentAid.gov and log in using your account username and password (FSA ID).
    a. A demo is available for preview.
2. From the **Loans and Grants** menu, select **Master Promissory Note (MPN)**.
3. Select **Undergraduate** as your student type.
4. Enter your personal contact information and permanent address.
5. Select Denison as the school to notify. Choose **Ohio** as the state and search for **Denison University** as the school name.
6. Enter the names, addresses, and telephone numbers of **two references** who have known you for at least three years. The references must have different addresses. Ideally, your first reference should be a parent or relative.
7. Read the terms and conditions of the loan agreement.
8. Review your information, check the agreement box, and sign using your legal name as your electronic signature.
9. Submit the MPN after reaching the final page.
10. The system will automatically notify Denison within three business days once complete. You can verify the submission in your My Financial Aid portal.

studentaid.gov/mpn/

An official website of the United States government. Get Help FAFSA Form English | Español

Federal Student Aid
An OFFICE of the U.S. DEPARTMENT of EDUCATION

FAFSA® Form | Grants and Loans | Loan Repayment | Loan Discharge | Log In | Create Account

Master Promissory Note (MPN)

The *Master Promissory Note* (MPN) is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loan(s).

You may receive more than one loan under an MPN over a period of up to 10 years to pay for your or your child's educational costs, as long as the school is authorized to use the MPN in this way and chooses to do so.

The school will tell you which loans, if any, you are eligible to receive.

Choose the Direct Loan MPN you want to preview or complete

I'm an Undergraduate Student

MPN for Subsidized/Unsubsidized Loans

Use this MPN for Direct Subsidized Loans and Direct Unsubsidized Loans available to eligible undergraduate students. Learn more

Log In To Start

View Demo

OMB No. 1845-0007 • Form Approved

myaid.denison.edu/NetPartnerStudent/PgHome.aspx

My Financial Aid
Denison University

My Financial Aid

DENISON

Welcome Jonathan

From My Financial Aid portal, you can do the following:

- Check the status of your financial aid
- View your financial aid awards
- Accept, Reduce or Decline the student loans offered to you
- View and upload any requested documents to the Office of Financial Aid
- View your student loan history
- Report Outside Scholarships/Resources to the Office of Financial Aid

Click on the Menu on the upper left corner to view options.

Your Documents

Document	Status	Status Date	Message
Direct Loan Master Promissory Note	Not Received	6/17/2026	
Direct Loan Entrance Counseling	Not Received	6/17/2026	
FAFSA	Received	8/7/2026	
CSS Profile	Received	4/20/2026	

2026/2027

Questions? Contact us:

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Office of Financial Aid
Burton D. Morgan Center, 5th Floor

100 West College Street
Granville, OH 43023

(740) 587-6276 Phone

(740) 562-6322 Fax

finaid@denison.edu

Schedule a virtual appointment with us!

Meet or contact the Financial Aid Staff