Instructions for completing the Parent Master Promissory Note:

1. Have your FAFSA PIN ready. If you do not have a PIN assigned to you, you may apply for one at www.pin.ed.gov, if you have lost your PIN, you may retrieve it from the same website by selecting Request a Duplicate PIN.
2. Once you have your PIN, sign into www.studentloans.gov.
3. Select Complete Master Promissory Note from the menu in the center of the page.
4. In Step 1 & 2, complete all required information, including the names and addresses of 2 people you have known for at least 3 years and who are not residing in your home.
5. In Step 3 click on each section, then scroll to the bottom of the page to check the box and move onto Step 4.
6. In Step 4 you will review all the information for accuracy, then type your name in the boxes at the bottom of the page. Click the “sign” button.
7. An html link that says Review your Master Promissory Note will appear. Click that link and a copy of your completed MPN will pop up in a new window. Minimize or close that window.
8. The previous page will appear. Now click Submit and a Congratulatory message will appear that confirms you have successfully completed the MPN process.
9. For questions or assistance, contact finaidloans@cwu.edu.