MASTER PROMISSORY NOTE
A STEP-BY-STEP GUIDE TO COMPLETION

Direct Loans
William D. Ford Federal Direct Loan Program
Things to Know

• Obtain your Federal PIN prior to completing the promissory note. *The document will not be completed until you sign electronically with your PIN.*

• Once completed with the correct information, the master promissory note will be sent electronically to Lewis University.

• Completion of the Direct Stafford Loan master promissory note is to be done BY THE STUDENT who is attending school.

***YOUR FEDERAL DIRECT STAFFORD LOANS WILL NOT BE DISBURSED UNTIL THE PROMISSORY NOTE IS COMPLETED***
Go to [www.studentloans.gov](http://www.studentloans.gov). Click on the **Sign In** button.
Fill in the appropriate information and click, “Sign In”
Once logged in, click on Complete Master Promissory Note.
For Direct Stafford Loans, click Subsidized/Unsubsidized.
Enter the appropriate information in each field

Select “Lewis University” as school

- Make sure the school code contains 001707 and the address is located in Romeoville, IL
Enter the information of TWO references

- References **CANNOT** live at the same address

* NOTE: Direct Stafford Loans are not credit-based. References will not determine the outcome of your Stafford Loan eligibility. Information is solely needed for the purpose of contact.
Review all the information you have entered. If you have missed something or need to make a correction, click the button for the specified section.

If everything is correct, enter your First Name, Middle Initial, and Last Name.

Click, “Sign”.
Review the Terms & Conditions of borrowing loans. Review all sections and click on the box to acknowledge that you accept to the conditions and terms.

*Terms and Conditions can be printed after completion

Click, “Continue”
Scroll all the way down to the bottom of the page and click the “Submit” button.

After clicking “Submit”, the master promissory note is now complete and will be sent electronically to the Financial Aid Office.