



**Harvard University Graduate School of Education  
Financial Aid Office**

## **COMPLETING THE DIRECT LOAN MASTER PROMISSORY NOTE (MPN)**

**NOTE: DIRECT LOANS WILL NOT BE DISBURSED UNTIL YOU HAVE SIGNED AN MPN.**

The Direct Loan application process must be completed to receive a disbursement of your Direct Loan funds to your student term bill account AND/OR to allow the release of the excess of these funds (if applicable) to meet other non-term bill expenses.

### **3 STEPS ARE REQUIRED TO COMPLETE THE DIRECT LOAN PROCESS.**

- 1. SIGN AND RETURN YOUR HGSE FINANCIAL AID AWARD LETTER**
- 2. COMPLETE ENTRANCE COUNSELING**
- 3. COMPLETE YOUR DIRECT LOAN PROMISSORY NOTE ONLINE**

- In order to complete an electronic MPN, **you will need your PIN (FAFSA PIN)** issued to you by the U.S. Department of Education when your FAFSA is processed. If you do not have a valid PIN can request a copy at <http://www.pin.ed.gov>
- Log on to <http://dlnote.ed.gov/>. Be certain that your computer meets the electronic requirements and follow the step-by-step instructions listed on the first page of the site. You will be asked to preview the promissory note and write down the **MPN Confirmation Code** at the bottom of the note. *Be sure to write this code down*, you will need this code to sign the MPN.
- Once you have signed your note electronically, be sure to **print out all pages** including the **confirmation number**, for your records. All items under the “Transaction History” at the end of the MPN should have a date and time stamp. If the Transaction History is still showing a “to be completed” stamp beside any of the processing lines you have **not** completed the process.