

Completing the Master Promissory Note (MPN) with Direct Loans

1. In order to complete the MPN, go to <https://studentloans.gov/myDirectLoan/index.action> . You will be required to login to complete your MPN, please make sure you have with you:
 - a. Your Social Security#
 - b. Your Date of Birth
 - c. Your PIN

The screenshot shows the StudentLoans.gov homepage. At the top left is the Federal Student Aid logo with the text "START HERE GO FURTHER FEDERAL STUDENT AID". At the top right is the "StudentLoans.gov" logo. Below the logos is a navigation bar with links: Home, Learn More, Tools and Resources, Managing Repayment, FAQs, and Contact Us. The main content area features a "Manage My Direct Loan" section on the left with a "Sign In" button and a list of options: View My Loan Documents, Entrance Counseling, Sign Master Promissory Note, Complete PLUS Request Process, and Endorse PLUS Loan. A callout box points to the "Sign In" button with the text "Sign in here". To the right is a banner for StudentLoans.gov with the text: "This site is your source for information from the U.S. Department of Education about how to manage your student loans."

2. After you click on "Sign In", the next page will show where to enter your information.

, these will show automatically when you enter the numbers'."/>

The screenshot shows the sign-in page on StudentLoans.gov. At the top left is the Federal Student Aid logo. Below it is a navigation bar with links: Home, Learn More, and Tools and Resources. The main content area is titled "Sign In" and contains four input fields: Social Security Number, First Two (2) Characters of Last Name, Date of Birth (mm/dd/yyyy), and PIN. A "Sign In" button is located below the fields. A callout box points to the fields with the text: "Enter all requested information. If the information you provide is incorrect, it will show you an error icon. For Date of birth, do not enter \"/>, these will show automatically when you enter the numbers".

- Once you have logged in, it will ask you to confirm your information on the right and on the left it will provide you options to complete the MPN, please click on "Complete Master Promissory Note"

Welcome to StudentLoans.gov

Before you begin, please verify that your personal information is up to date and select your preference for future correspondence.

The personal information displayed is based on the information returned from the Federal Student Aid PIN Web site. If any of the information is incorrect, you must correct it at the Federal Student Aid PIN Web site.

If you have confirmed your information, what do you want to do?

- Complete Entrance Counseling
- Start PLUS Application Process
- Complete Master Promissory Note**
- Endorse a PLUS Loan
- I am not sure (we will ask you a series of questions to direct you)

Personal Information

Full Name: UMA Student

Social Security Number: xxx-xx-0000

Date of Birth: 01/01/1970

E-mail: umastudent@uma.edu

Confirm E-mail: umastudent@uma.edu

I would like to receive my correspondence electronically. [Learn more](#)



- Select the student loan type as Subsidized/Unsubsidized or Parent Plus if you are completing this as a parent of a dependent student

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). Unless your school does not allow more than one loan to be made under the same MPN, you can borrow additional Direct Loans on a single MPN for up to 10 years.

Parent borrowers must complete an MPN for each student.

The entire MPN process must be completed in a single session, so be sure you have enough time before you start. Each MPN generally takes approximately 30 minutes to complete.

What You Need

Select the type of loan you would like to receive

- Subsidized/Unsubsidized**
(Federal Direct Loans available to undergraduate or graduate/professional students)
- Graduate PLUS**
(Federal Direct Loans available to graduate/professional students)
- Parent PLUS**
(Federal Direct Loans available to parents of dependent undergraduate students)

Select Subsidized/Unsubsidized or select Parent Plus if you are a parent of a dependent student

5. The next page will allow you to enter your Personal Information

Submit Master Promissory Note (STEP 1) - Personal Information

1 Personal Information 2 Personal References 3 Terms & Conditions 4 Review & Sign

Full Name: Social Security Number:

* Required field

Personal Information

Driver's License Number:

Driver's License State:

Permanent Address (line 1): *

Permanent Address (line 2):

City: * State: * Zip: *

Country:

Is your mailing address different than your street address? Yes No [Why do we ask?](#)

Day Phone:

Evening

Phone: *

Email: [Why do we ask?](#)

6. On the same page, scroll down and enter Ultimate Medical Academy's information so a copy of the Master Promissory Note can be sent to us

School and Loan Information

School State: *

School Name: *

DLID:G35493 School Address: 1218 COURT STREET
SUITE C
CLEARWATER, FL 337565802

Select "Florida" from the drop down list

On this drop down Hit "U" and select Ultimate Medical Academy

Hit "Continue" to proceed

7. The next page will ask for **TWO** personal references:

Submit Master Promissory Note (STEP 2) - Personal References

✓ Personal Information 2 Personal References 3 Terms & Conditions 4 Review & Sign

Full Name: Social Security Number:

* Required field

Please provide information for two personal references. A few notes on references:

- References cannot share the same address or phone number
- References cannot have a non-U.S. address
- You must have known your reference for at least 3 years
- If you are a parent borrower, please do not list the student as a reference
- If the reference does not have a phone number, enter N/A

Reference 1

If you have already created a reference, please select from the list:

Last Name: * Middle Initial: First Name: *

Address (line 1): * Address (line 2):

City: * State: --Please Select-- Zip: *

Country: Day Phone: *

Relationship: *

These are the rules for personal references, please make sure to follow these rules for both references

Enter all the information for your personal references. Items marked with a red star are required fields

8. Hit Continue at the bottom of the page to Continue to the next page

9. The next page will discuss your Terms and Conditions, these are extremely important, please make sure to read thru the following sections:

Submit Master Promissory Note (STEP 3) - Terms and Conditions

Personal Information →
 Personal References →
 3 Terms & Conditions →
 4 Review & Sign

Full Name:
 Social Security Number:

* Required field

You must read each section of the terms and conditions before proceeding to the next step.

- SECTION C: BORROWER REQUEST, CERTIFICATIONS, AUTHORIZATIONS, AND UNDERSTANDINGS
- SECTION D: PROMISE TO PAY
- SECTION E: MPN TERMS AND CONDITIONS
- SECTION G: IMPORTANT NOTICES

Click on the + sign to expand that section. Please read thru these

*Section F contains instructions for completing a paper MPN and therefore is not displayed here. When you print off your completed MPN all sections print.

Check this box and hit Continue

I have reviewed the information about me on the Master Promissory Note and acknowledge that it is true and correct. I have read, understand, and agree to the Borrower Request, Certifications, Authorizations and Understandings, the Promise to Pay, the MPN Terms and Conditions, and the Borrower's Rights and Responsibilities Statement
(Your response will be recorded and made part of your completed MPN.)

10. Review all your information and sign your Master Promissory Note

Submit Master Promissory Note (STEP 4) - Review and Sign

Personal Information →
 Personal References →
 Terms & Conditions →
 4 Review & Sign

Full Name:
 Social Security Number:

* Required field

Personal Information

You will be allowed to make any edits at this time

School Information		Edit
School Name: ULTIMATE MEDICAL ACADEMY		
DLID: G35493	School Address: 1218 COURT STREET SUITE C	
CLEARWATER, FL 337565802		
Personal References		Edit

11. Enter your name and Click on "Sign"

First Name: Middle Initial: Last Name:



The time and date of your signature will be recorded and be made part of your completed MPN.

12. Once you click "Sign" it will give you the following message:

Your signature has been authenticated.

You must review your Master Promissory Note (MPN) by clicking the Review Master Promissory Note link. Once you have reviewed your MPN, close the document. Then Click the "Submit" button to submit your Master Promissory Note.

[Review Master Promissory Note](#)



VERY IMPORTANT

Please click on this link, you must read it before submitting. You may print it for your records.

The next page will allow you to review a PDF copy of your Master Promissory Note (MPN), you can also save this to your computer. Your planner may need a copy of this document as well.



Submit Master Promissory Note (STEP 4) - Review and Sign

Full Name: Social Security Number:

Thank you for submitting the MPN.
You may view/download the PDF version of your completed MPN.

▶ [View PDF](#)

13. Please make sure to logout on the top right corner after you have saved/printed a copy of your MPN