

## MPN Quick List

**Students** and **parents** of dependent students who need to complete the Master Promissory Note (MPN) will need the following:

- 30 minutes to complete the form – it must be completed in a single session.
- A valid Federal Student Aid PIN. If you do not have a PIN please log in to [www.pin.ed.gov](http://www.pin.ed.gov).
- Personal Information – name, address, telephone number, driver license # number, and email address.
- References – name, address, telephone number, and email address of two references who do not reside at your address or with each other.
- School name and location: Kaplan University Davenport, Iowa. 1801 East Kimberly Road, Davenport, IA 528072095.

## When You Are Ready to Complete the Master Promissory Note (MPN)

Please visit [Direct Loans](#).

- Do not click on the "Back" browser button when completing this form. You may instead click on the relevant tab located at the top of the page.
- Click on the green "Sign In" button located on the left side of the screen under "Manage My Direct Loan."
- Provide your social security number, the first two letters of your last name, your date of birth, and your PIN.
- Verify your personal information and communication preference on the right side of the page.
- Click "Complete Master Promissory Note" to begin the application process.
- Select "Subsidized/Unsubsidized," located in the middle of the page.
- Enter your personal information.
- Provide the required school information: Select IOWA for the school location and select KAPLAN UNIVERSITY DAVENPORT 1801 EAST KIMBERLY ROAD, DAVENPORT IA 528072095.
- Provide the name, address, and telephone number of two verifiable references who do not live in your household or with each other. Press the continue button when you are finished.
- Read the terms and conditions of the MPN.
- Click on the + sign to expand the tab in Sections C, D, E, and G (checkmarks will appear once the + sign is opened).
- Once you have reviewed all the sections check the box at the bottom of the page acknowledging "I have reviewed the information ....." and click continue.
- Review and sign the MPN. You may make corrections at this stage by pressing the "Edit" button.
- Click "**Sign**" on the bottom right corner of the page and then "**Submit**" to complete the process.