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.
• 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.