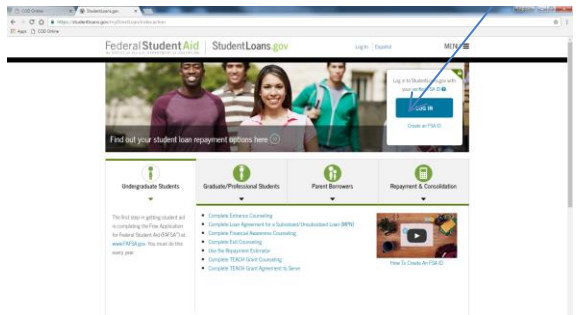
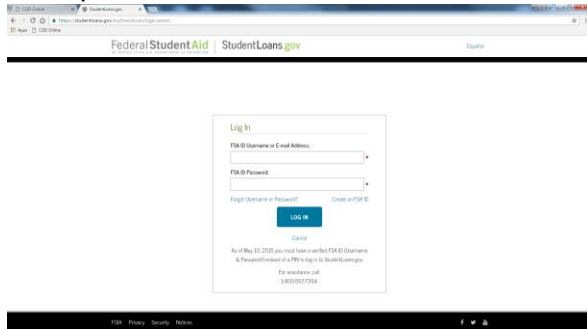


To Complete the Master Promissory Note: Subsidized, Unsubsidized and Grad Plus

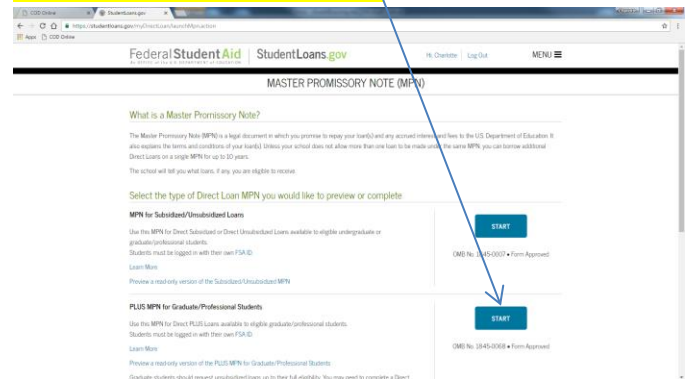
Go to www.studentloans.gov to complete the Master Promissory Note (MPN). Sign in by clicking on the "LOG IN" button.



Enter your FSA ID and Password where indicated

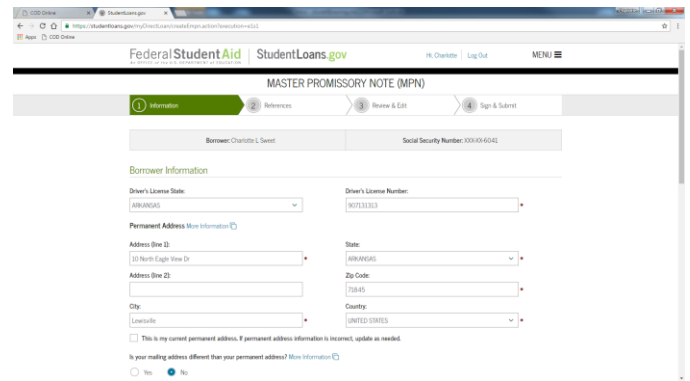


As a graduate student completing the master promissory note **FOR a Graduate Plus loan** you applied for and were awarded, click on START across from PLUS MPN for Graduate/Professional Students. **PLEASE remember that a graduate plus loan is not the same as the unsubsidized student loans.**

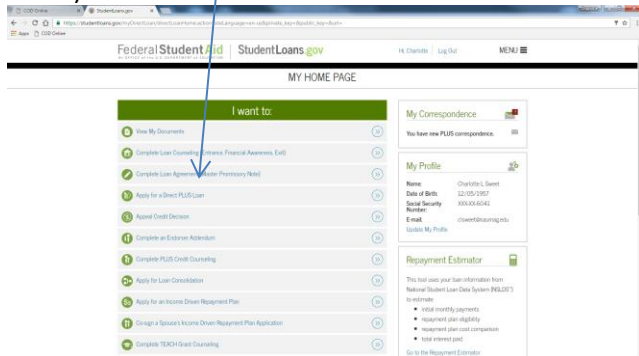


Step 1 - Information

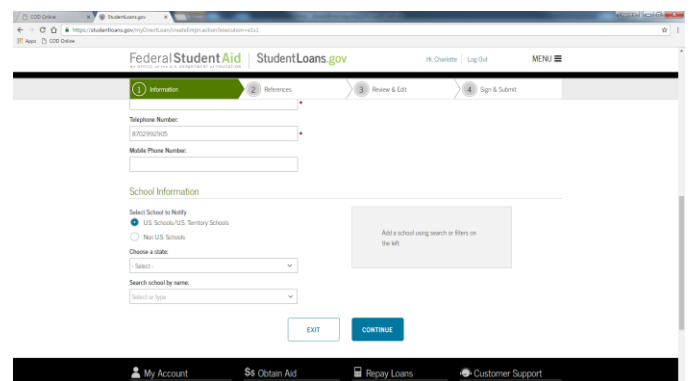
Subsidized/unsubsidized loan: Check to make sure that all information is correct, Make changes where needed.



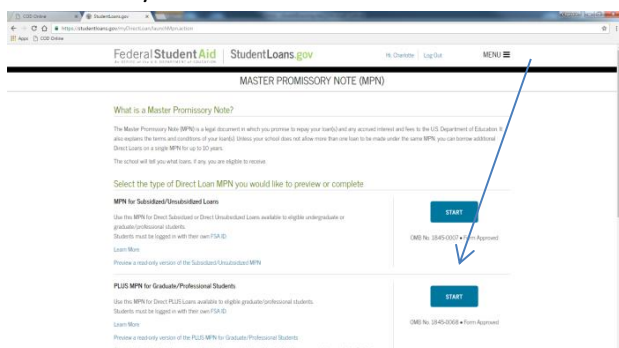
To complete the student loan master promissory note, click on Complete Loan Agreement (Master Promissory Note.)



Select Arkansas from the drop down box, select Southern Arkansas University from the drop down box Click on CONTINUE.



Click on the START button across from MPN for Subsidized/Unsubsidized Loans. This is done for both an undergraduator or graduate student with subsidized/unsubsidized awarded loans.



To Complete the Master Promissory Note: Subsidized, Unsubsidized and Grad Plus

Confirm that SAU is listed, click on CONTINUE.

The screenshot shows the 'School Information' step of the MPN process. The user has selected 'Southern Arkansas University' from a dropdown menu. A green box on the right side of the page states: 'This school is participating in Master Promissory Note (MPN) Program StudentLoans.gov'. Below the school name, the following information is displayed: School Name: SOUTHERN ARKANSAS UNIVERSITY, School Code/Branch: 022207, School Address: 300 EAST UNIVERSITY WADSWORTH, AR 712550000. There are 'EXIT' and 'CONTINUE' buttons at the bottom.

Step 2 – References

Complete the information for Reference 1 (normally is a parent or legal guardian).

The screenshot shows the 'Reference Information' step. It lists instructions for adding references. Under 'Reference 1', there is a dropdown menu for selection and input fields for 'First Name', 'Middle Initial', and 'Last Name'. A 'CONTINUE' button is visible at the bottom right.

Reference 2 can be any adult that does not live in the same house hold as Reference 1. Click CONTINUE

Step 3 – Review and Edit

Make sure all information is correct if not the choose the Edit function;

The screenshot shows the 'Review & Edit' step. The 'Borrower Information' section is expanded, showing details for 'Driver's License Information' (State: AR, License Number: 96723323), 'Permanent Address' (Address One: 10 North Eagle View Dr, City: Leavelle, State: AR, Zip Code: 72445, Country: UNITED STATES), and 'Contact Information' (Telephone Number: 870-299-2905). A blue arrow points to an 'Edit' link next to the Borrower Information section.

Click on CONTINUE

Step 4 – Sign and Submit

There are 11 steps to this section – Read and answer any questions as you work through this section.

The screenshot shows the 'Sign & Submit' step. A large black box with white text states: 'Your MPN has not been submitted yet! Scroll down to review and sign the Master Promissory Note. To correct your information, click the Borrower's 'Edit' button on the 'Review & Edit' screen at the top of the page.' Below this, there is a 'WARNING' section and a 'BEFORE YOU BEGIN' section with instructions. At the bottom, there are input fields for 'First Name', 'Middle Initial', and 'Last Name'.

At the bottom of the page, click in the box that you have reviewed all information. Enter your name as requested in the blanks and click on Sign & Submit

This screenshot is similar to the previous one, showing the 'Sign & Submit' step. It includes a list of items to review (Items 21-28) and a 'Sign & Submit' section with a checkbox: 'I have reviewed the information about me on the Master Promissory Note and acknowledge that it is true and correct. I have read, understood, and agree to the terms and conditions of the MPN, including the Borrower Request, Certifications, Authorizations, and Understandings and the accompanying Borrower's Rights and Responsibilities Statement. I agree to repay in full all loans made under this MPN according to the terms and conditions of the MPN. (These responses will be recorded and made part of your completed MPN.)' Below this are input fields for 'First Name', 'Middle Initial', and 'Last Name'.

Wait for confirmation page

The screenshot shows the 'Confirmation' page. It states: 'You have successfully submitted your MPN. A confirmation email has been sent to clawett@saug.edu. The school you selected will be notified of your MPN completion within the next 24 hours. Your school will tell you what loans, if any, you are eligible to receive. If you have questions regarding your loan eligibility, the best steps is for the processing of your loan, when the loan will be disbursed (paid out), or no longer want to receive the loan, contact your school's financial aid office. View, save and/or print a copy of your completed MPN for your records.' A 'Next Steps' box lists 'Access PLUS Grant' (Counseling for new information on PLUS borrowing) and 'Questions?' (Return FICO page).