



OFFICE OF FINANCIAL AID
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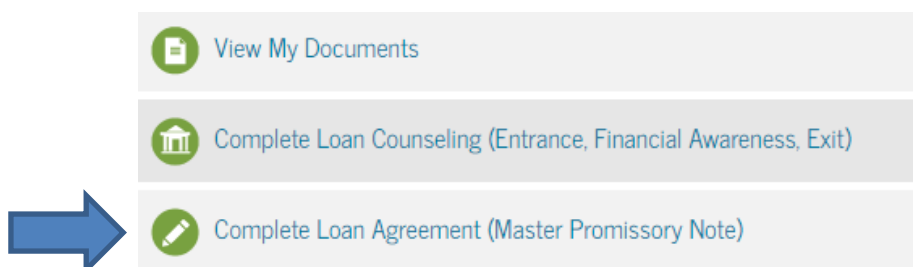
**Instruction Sheet:
Master Promissory Note (MPN)**

General Instructions:

- **Students:** Please be sure to ACCEPT your financial aid at **apply.ripon.edu/account**.
- **Students and Parents:** Create an FSA ID if you have not done so. The PIN (used in prior years) is no longer in use but can be linked to your new FSA ID. Go to: <https://fsaid.ed.gov>
- **Information you will need:**
 - Your social security number.
 - Your FSA ID (same as used for the FAFSA) this will be used to sign your MPN.
 - Your driver's license number.
 - Two references with different addresses and contact information including name, address, telephone number and email address.
- **Do not use the back button on your browser.**

Federal Direct Student Loans - Master Promissory Note (required for STUDENTS to complete):

- All incoming Ripon College students, who intend to borrow a federal direct student loan must complete and sign a "**Master Promissory Note**" (MPN). The MPN must be completed in 30 minutes or less. To complete the process:
 - After you have completed the "Entrance Loan Counseling" return to the home page.
 - Select "Complete Master Promissory Note" then select "Start" to the right of MPN for Subsidized/Unsubsidized".



- Review the pre-populated fields for accuracy and make necessary corrections. Enter all required information, including your driver's license and state.

- Select Ripon College. Continue.
- List all information for two references.
- You will need to open all sections that are displayed which indicate that you have read the information provided – this includes reviewing the actual MPN.
- Review the information and then type in your name at the bottom of the page and click “Sign”. You will receive an acknowledgement that you have submitted your MPN.