

FINANCIAL AID OFFICE 360 Choate Avenue Buffalo, NY 14220 716.826.1200

Direct Loan Master Promissory Note

- 1. Go to https://studentaid.gov/mpn/
 - Click on "Start" for "I am an Undergraduate Student" and enter your username and password.
 - If you do not remember your credentials, click on "Forgot My Username" and "Forgot My Password."
 - You may be asked to enable two-step verification.
- 2. Information
 - Make sure your information is correct and that you fill in all the fields.
 - Select **Trocaire College** from the associated Schools drop down menu.
 - Or if Trocaire College does not appear, click on "Search for a school to notify." Then search for it by typing New York in the 'Choose a State' box and Trocaire College in the 'Search School by Name." Click "Continue."
- 3. References
 - You will enter addresses and phone numbers for two references who would know your contact information if it changed.
 - Click "Continue."
- 4. Agreements
 - Read the 5 sections of the agreements and hit "Continue."
- 5. Review and Edit
 - Make sure the information is correct and hit "Continue."
- 6. Submit
 - Check the box certifying you understand the loan term and conditions.
 - Type your name and click "Submit."
 - Email your Financial Aid Advisor to confirm Trocaire College received your master promissory note at <u>finaid@trocaire.edu</u>