



**FEDERAL STAFFORD LOAN
ELECTRONIC MASTER
PROMISSORY NOTE WORKSHEET**

Following is some basic information that is required in order to generate a Federal Stafford Loan electronic Master Promissory Note (eMPN). It may be helpful to complete this worksheet prior to going to the Direct Loan web site.

- Student's Department of Education PIN: _____
- To apply for or retrieve a forgotten PIN, go to: <http://www.pin.ed.gov>
- Student's driver's license number and state: State _____ Number _____
(For students who do not have a driver's license, enter the state code in both the state and number questions.)
- The following reference information is required when completing the eMPN:

Information must be provided for two persons with different U.S. addresses who have known the borrower for at least three years.

Name _____

Permanent Street Address _____

City, State, Zip Code _____

Area Code/Telephone No. (_____) _____

Relationship to the borrower _____

Name _____

Permanent Street Address _____

City, State, Zip Code _____

Area Code/Telephone No. (_____) _____

Relationship to the borrower: _____

- The eMPN web site address is <http://dlenote.ed.gov>
- The eMPN must be competed in one sitting – an eMPN cannot be saved and completed at a later time.
- This worksheet can be kept for personal records. Do not send this worksheet to Marquette.