

# UNIVERSITY OF THE PACIFIC

## Perkins and Health Professional Student Loan Promissory Note Instructions

If you have been awarded a Federal Perkins or Health Professional Student Loan (HPSL) by the University of the Pacific, you now have the option to electronically sign a master promissory note online. Please follow the instructions below to complete the online Perkins or HPSL requirements. It is important you read and complete the on-line process prior to the beginning of Fall 2008 semester to insure a timely disbursement to your student account.

**\*\*\*If you previously received a Federal Perkins Loan at Pacific after August 1, 2004, you have completed a Master Promissory Note and are NOT required to complete a new promissory note this year.**

**The electronic procedure for Perkins or HPSL is as follows:**

**\*\*\*NOTE: Your FAFSA PIN is required to complete this process. If you do not have a valid PIN, you must go to the Department of Education's PIN site at: <http://www.pin.ed.gov>.**

1. Go to the Student Loans webpage: [go.pacific.edu/studentloans](http://go.pacific.edu/studentloans).
  - Scroll down to complete your electronic master promissory note.
2. Confirm your identity by providing your Social Security Number, Last Name and Date of Birth.
3. Provide your FAFSA PIN when requested on the Student Authentication Network page.
4. Most pages require you to accept the terms by checking a box at the bottom of those pages.
5. Read and review the Student Loan Entrance Interview Counseling.
6. Confirm your personal information on the reference page, verify or update your permanent address, date of birth, telephone numbers and your Driver's License or State Identification Number (if you do not have a Driver's License or State ID# please provide your Pacific Student ID#).
7. You must provide complete reference information for yourself, next of kin (relative) and two additional references. Do not provide references living at the same address as you or another reference. Failure to provide the required information will delay your loan disbursement.
8. **PROMISSORY NOTE:** Read completely. Once you have read the promissory note, you must electronically sign the note at the bottom of the page. The electronic signature includes a check off box and you must provide your full legal name.

Your electronic master promissory note will be reviewed by the Student Loans office before loan disbursement. By completing this online process, you have completed the Federal Perkins or HPSL loan requirement. You will receive an e-mail from ECSI confirming the completion of your promissory note. If you decide not to electronically sign your promissory note, you will need to come into our office to physically sign a promissory note. If you have any questions, please contact our office at [studentloans@pacific.edu](mailto:studentloans@pacific.edu) or (209) 946-2446.