

Parent PLUS Loan Instructions

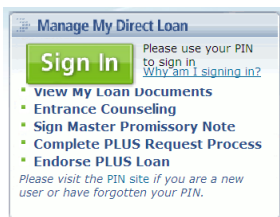
*Parent PLUS loans are taken by the **parent** for the student. The **parent**, NOT the student, completes the application.*

You, **the parent**, will need the following:

- The **parent** PIN (Personal Identification Number)
- **Parent** social security number and date of birth
- Permanent Address and Mailing Address
- Telephone number and E-mail Address
- Alien Registration Number (if elig. non-citizen)
- Employer Name and Address
- Student name, social security #, date of birth
- Student address (if different from parent)

To Begin: Go to the Direct Loan website, which is www.studentloans.gov

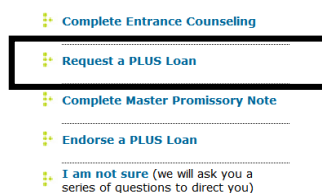
- Sign in by clicking the green “Sign In” button
- The **parent** applying should enter their SSN, first two letters of their last name, date of birth and PIN (if the **parent** is unsure of their PIN, it can be reissued by going to www.pin.ed.gov)



Note! The PLUS application is a 2-step process. For the loan to disburse, you MUST complete BOTH steps

Step 1- Determining Credit Eligibility-Credit Check

- Click “Request a PLUS” in the center of the page. Completing this portion will allow the Department of Education to perform a credit check to determine your eligibility for the loan.



- Once the PLUS request is submitted, the parent will be notified if the credit has been approved.
 - If the credit is denied, the parent may apply with an endorser. Follow the instructions if you wish to pursue this option
 - If the parent chooses not to apply with an endorser, the school will be notified of the denial. **NO FURTHER ACTION IS REQUIRED** of you. **DO NOT** proceed to step 2.
 - If you are approved, and you want to proceed with the application, you must continue through step 2

Step 2- Complete Master Promissory Note (MPN)

- Master Promissory Note ONLY needs to be completed if:
 - You are credit approved for the loan
 - You were credit denied, and are applying with an endorser

You **DO NOT** need to complete a Master Promissory Note if you are denied and do not want a PLUS loan

Complete Entrance Counseling

Request a PLUS Loan

Complete Master Promissory Note

Endorse a PLUS Loan

I am not sure (we will ask you a series of questions to direct you)

Select the type of loan you would like to receive

Subsidized/Unsubsidized
(Federal Direct Loans available to undergraduate or graduate/professional students. Students must be signed in with their own [Federal Student Aid PIN](#).)

Graduate PLUS
(Federal Direct Loans available to graduate/professional students. Students must be signed in with their own [Federal Student Aid PIN](#).)

Parent PLUS
(Direct PLUS loans for parents of dependent undergraduate students. Parents must be signed in with their own [Federal Student Aid PIN](#).)

- Be sure to complete ALL the questions. You will need to read ALL the terms and conditions (click on the “+” by each category to read) in order to accept the terms. You will then need to “Sign” the MPN which is done by typing in your name and clicking “Sign”.

First Name: Middle Initial: Last Name:

- You will receive a notification stating that your signature has been verified. After that, you will receive the notice below. Click on the blue hyperlink for “Review Master Promissory Note”. This will open in a separate window. Review the information to be sure it is accurate, then close out the window and hit “Submit”

You must review your Master Promissory Note (MPN) by clicking the Review Master Promissory Note link. Once you have reviewed your MPN, close the document. Then Click the "Submit" button to submit your Master Promissory Note.

[Review Master Promissory Note](#)

Do I have to submit a Master Promissory Note if I....

- *Previously borrowed a PLUS loan through Direct Loan for the same student?*
 - Generally no. However, if no loans were processed in the previous year, a new MPN will be required.
- *Have never filed for a PLUS loan before?*
 - Yes, the loan will NOT disburse without a valid Master Promissory Note on file.
- *Have an MPN on file for another student (sibling)?*
 - Yes, the MPN is tied to the parent AND the student, so for EACH student in school, a new MPN is required even if filing under the same parent