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
- E-mail Address
- Alien Registration Number (if eligible 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](http://www.studentloans.gov)

The PARENT should sign in using their PIN (Personal Identification Number) which is also used to sign the FAFSA. If the PARENT is unsure of their PIN, the pin can be reissued by going to [www.pin.ed.gov](http://www.pin.ed.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

**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” on 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 was denied, the parent may apply with an endorser (a person they choose to co-sign the loan). Follow the instructions provided 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, you must proceed to step 2
Step 2- Complete Master Promissory Note (MPN)

- Master Promissory Note ONLY needs to be completed if:
  
  o You are credit approved for the loan and wish to accept it. Before completing the PLUS MPN, parents who choose “loan max” should contact our office to let us know how much loan is needed.
  o 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

- 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”.

- 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”

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

- *Previously borrowed a PLUS loan through Direct Loan for the same student?*
  
  o 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?*
  
  o Yes, the loan will NOT disburse without a valid Master Promissory Note on file.

- *Have an MPN on file for another student (sibling)*?
  
  o 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