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 elig. non-citizen)
- Employer Name and Address
- Student name, social security #, date of birth
- Student address (if different from parent)

**Step 1** - Go to the Direct Loan website, which is www.studentloans.gov

**Step 2** - 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*

- 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

**Step 3** - After signing in, 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.

**Step 4** - 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.
- If the parent chooses not to apply with an endorser, the school will be notified of the denial. *Note, if denied, the student may be eligible for additional unsubsidized loan funds*

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Step 5- If approved for the PLUS, the parent will need to complete a PLUS Master Promissory Note.
On the Student Loans website, click “Complete a Master Promissory Note” followed by “Parent PLUS”

Step 6- 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”.

Step 7- 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?
  - 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.

- Was credit denied previously?
  - Yes. The MPN only remains official if a PLUS loan is processed within 1 year of the completing it, so if the parent was denied previously, a new MPN would need to be submitted since a PLUS loan would not have been processed on that MPN.

- 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

When in doubt, fill it out!

-Revised 11/1/10-