

# Parent Loan for Undergraduate Students (PLUS)

**Please follow the instructions below to complete the PLUS application process:**

**Complete and return the PLUS Request Form to the Financial Aid Office.** This form can be faxed, emailed or delivered to the Financial Aid Office. Additional copies can be found on our website. For all future PLUS loans this is the only step that you will need to complete the PLUS loan.

## **Complete the electronic PLUS Master Promissory Note**

Log into [www.studentloans.gov](http://www.studentloans.gov)

In the box labeled Manage My Direct Loan select Sign In

Enter your Social Security Number, First two letters of your last name, Date of Birth, and your FAFSA PIN

Select Request PLUS Loan from the PLUS Loan Process on the left side

Select Parent PLUS for the loan type

Begin entering your information

The Financial Aid Office will receive your PLUS eMPN the following morning. Once both the PLUS Request Form and PLUS eMPN are received a credit check will be run. If your PLUS loan is approved the disbursement will be coordinated with the Business Office. If your PLUS loan is denied your student has the option to request additional Federal Direct Unsubsidized loan funds in their name.