



## 2011–2012 Academic Year Additional Federal Direct Parent PLUS Loan Information and Instructions

### Please Read the Information Carefully

The University of San Diego Office of Financial Aid (OFA) participates in the Federal Direct Loan Programs for the 2011-12 academic year. The Federal Direct Parent PLUS Loan Program provides long-term, low-interest loans for parents, borrowed directly from the U.S. Department of Treasury. Parents who were **approved with an Endorser for their first Federal Direct Parent PLUS Loan in 2011-12 are required to complete a new eMPN.**

#### Information Needed:

- ✓ **Important:** You will need your Department of Education PIN (same PIN used for the FAFSA) to complete and electronically sign a **New** electronic Master Promissory Note (eMPN) for the Direct Loan Program. If you have forgotten your PIN, or do not yet have one, please go to [www.pin.ed.gov](http://www.pin.ed.gov) to have your PIN sent to you.
- ✓ Have your Social Security Number, date of birth, and driver's license number accessible.
- ✓ You are required to provide two personal references with their full name, address, and telephone numbers. Each reference provided must have a U.S. address that is **not** the same as the student's address, and the two references may **not** reside at the same address.

#### Step One: Accepting the Federal Direct Parent PLUS Loan

Have your student review their Financial Aid Award on the MySanDiego portal and print the attached form to complete and submit to the USD Office of Financial Aid to accept all or a portion of their Additional Federal Direct Parent PLUS Loan.

Apply for the full amount needed for the **entire academic year or term.** (Funds are disbursed equally per semester.)

#### Step Two: Completing the Federal Direct Parent PLUS Loan Application and Credit Authorization

**NOTE: If the Credit Authorization on your original Direct Parent PLUS Loan was completed more than 90 days ago, you will need to complete a new Credit Authorization application before this loan request can be processed.**

To complete the Application and Credit Authorization, go to: <http://studentloans.gov>

In the **Manage My Direct Loan** box, you (the parent) will need to sign in by clicking on the **Sign In** box.

Click on "**Request PLUS Loan**" in the links on the left column.

Click on the "**Parent PLUS**" link and complete the following steps:

- ✓ **Enter Personal Information**
- ✓ **Enter Student & Loan Information**
- ✓ **Review Application**
- ✓ **Credit Check & Submit**

Your credit is run and you are notified immediately whether you are approved or denied. If you were not *credit approved*, you will be offered options to apply with an Endorser or appeal the Credit Decision.

#### Step Three: Complete a New Electronic Master Promissory Note (eMPN) (Only for parent borrowers whose original loan required an endorser.)

In the **Manage My Direct Loan** box, you (the parent) will need to sign in by clicking on the **Sign In** box.

After signing in, on the left column under "**Master Promissory Note**", click on "**Complete MPN**". Select the Parent PLUS loan and follow the procedures provided.

The process may take an estimated 30 minutes. If you need to stop, click **Save and Exit** and information will be saved for you to return to complete the process.

- ✓ **Enter Personal Information**
- ✓ **Provide Personal References**
- ✓ **Review Terms & Conditions of the Loan**
- ✓ **Review Personal Data Entered and Sign the MPN**

Print a copy of your Master Promissory Note (MPN) for your records.

For Frequently Asked Questions and Answers: <http://studentaid.ed.gov/PORTALSWebApp/students/english/parentloans.jsp>

