The Federal Direct Graduate PLUS Loan Program provides long-term, low-interest loans for students, borrowed directly from the U.S. Department of Treasury. This is an option only after you have borrowed the maximum in your Unsubsidized Stafford Loan eligibility. A completed and submitted FAFSA is required to apply for any Federal Direct Loan.

**Important:** All **New** borrowers need to complete a Federal Direct Graduate PLUS Loan electronic Master Promissory Note (eMPN).

**Continuing USD graduate students,** who were approved **without** an Endorser for a Federal Direct Graduate PLUS Loan in 2013-2014, are **not** required to complete a new electronic Master Promissory Note. If credit is denied in 2014-2015, and you are pursuing an endorser, a new Master Promissory Note is required.

**IMPORTANT:** Please apply on or after June 1, 2014 as credit expires after 90 days.

**Required Information:**
Your Federal Student Aid (FSA) Username and Password is needed to complete and electronically sign your **New** electronic Master Promissory Note (eMPN). To create the new FSA Username and Password, go to: https://fsaid.ed.gov.

To complete the processing of your Federal Direct Graduate PLUS Loan follow the following four steps below:

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**Step 1: To Accept the Federal Direct Graduate PLUS Loan:**
Review your Financial Aid Award on your MySanDiego Portal and accept all or a portion of your Federal Direct Graduate PLUS Loan. The accepted amount is equally disbursed per semester. Federal regulations require the total amount of the Federal Direct Unsubsidized Loan be accepted before any Federal Direct Graduate PLUS Loan.

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**Step 2: Complete the Entrance Loan Counseling (ELC):**
**First time USD Borrowers ONLY** – If this is the first time you are applying for a Student Loan (Federal Direct Unsubsidized and Graduate PLUS) **at USD as a Graduate student**, you are required to complete Graduate Entrance Loan Counseling online at: https://studentloans.gov

Sign in the “Log in to StudentLoans.gov” box; using your FSA Username and Password in the Log In box and completing the necessary information. Then click Complete Counseling and choose Entrance Loan Counseling.

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**Step 3: Complete the Application & Credit Authorization:** This process can take up to 30 minutes. If you need to stop, click Save and Exit and your information will be saved for you to complete at a later time. When completed, please print a copy for your records.

Go to https://studentloans.gov, Sign In with your information and follow the steps below:

- Click on Request Direct PLUS Loan link in the left column.
- Click on the Graduate PLUS link and complete the following steps:
  - Borrower Information – Address, telephone number, employer information if applicable
  - Select Award Year and School & Loan Information
  - Review Application
  - Credit Check and Submit, your credit is checked and you are notified immediately whether you are approved or denied.

**Important:** If you are not Credit Approved, you will be offered options to apply with an Endorser or appeal the Credit Decision.

**Note:** If credit is approved with an endorser or a credit override, the borrower will be required to complete PLUS Loan Counseling prior to disbursement, on www.StudentLoans.gov.

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**Step 4: Complete a New Electronic Master Promissory Note (eMPN):**
In the left column under Master Promissory Note, select “Complete MPN” to complete the following steps

1. Enter Personal Information – Driver’s License, address, telephone number, employer, school information
2. Provide Personal References (Each reference must have a U.S. address that is **not** the same as the student’s address. The two references may **not** reside at the same address.)
3. Review all Terms & Conditions of the Loan
4. Review Personal Data Entered and Sign the eMPN electronically

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**Flags on your MySanDiego portal:** Even if all requirements have been completed, the red flags on the MySanDiego portal for the Federal Direct Graduate PLUS Loan records for the 2014-15 academic year will not be updated until mid-July 2014. This includes applications, Entrance Loan Counseling, and Master Promissory Notes (MPN).