The University of San Diego Office of Financial Aid (OFA) accommodates students and parents who intend to have more than one parent borrow the amount offered in a Federal Direct Parent PLUS Loan. The following steps are in addition to the instructions provided through the MySanDiego portal.

Note: To avoid delays and Late Charges
- Please read carefully
- Follow these steps before accepting the offer of the Federal Direct Parent PLUS loan

**Step 1:** Contact the USD OFA in writing stating how much each parent borrower will request and which parent will complete the printed USD Additional Parent PLUS form.

The written statement must include the student's name and USD ID. It may be mailed to the Office of Financial Aid at the address listed below; emailed to USDOFAS@sandiego.edu, or submitted to the One Stop Student Services Center located on the first floor of the University Center 126 or the OFA Drop Box on the 3rd floor of Hughes Administration Center.

**Step 2:** Decide which parent will initiate the process online and which parent will initiate the paper process by printing the USD Additional Parent PLUS form which will be available through the MySanDiego portal.

**Note:** The link for the Additional Parent PLUS Loan form will be accessible only when Step 1 is complete and the request is processed by the OFA. Please have the student monitor his/her portal for award updates which provides the offer of the second Federal Parent PLUS Loan.

**Step 3:** The parent who will apply for the loan exclusively online will follow the procedures provided on the Federal Direct Parent PLUS Loan Information and Instructions sheet provided with the electronic offer. The second parent will complete and submit the printed Additional Federal Parent PLUS Loan form also provided with the electronic offer.

**Common reasons for delays in processing a shared Parent PLUS Loan:**
- Not notifying the USD OFA of the individual amounts each parent intends to borrow: This results in only one parent borrowing the full loan amount.
- Accepting and applying for the loan before notifying USD OFA of the shared amounts: The result is only one parent borrowing the full loan amount.
- Both parents apply exclusively online through www.studentloans.gov: The Department of Education will recognize the first accepted credit authorization and that parent will be electronically linked to the full loan amount within the USD OFA system.