The Federal Direct Parent PLUS Loan Program provides long-term, low-interest loans for parents, borrowed directly from the U.S. Department of Treasury.

**Important:** Parents who were approved with an Endorser for their Federal Direct Parent PLUS Loan in 2015-2016 are required to complete a new electronic Master Promissory Note, (eMPN).

**Required Information**

- The Federal Student Aid (FSA) Username and Password created exclusive to you, the Parent Borrower. To create the new FSA Username and Password, go to: [https://fsaid.ed.gov](https://fsaid.ed.gov).
- Your Social Security Number, date of birth and driver’s license number
- If completing a new eMPN: 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:**
**Parent and Student** will review the offered amount and decide how much to borrow.

The loan can be disbursed for one term by selecting an option on the form. If an option is not selected the funds will disburse in equal amounts in fall and spring.

*Summer and Intersession terms have separate Parent PLUS Loan forms available in October and February respectively.*

Additional Parent PLUS offers (PLUS2) cannot be accepted on the portal, a completed Additional Federal Direct PLUS Loan Request form, (attached below), is required.

Print the form to complete and submit to the USD Office of Financial Aid by:

- USPS to the Office of Financial Aid at the address listed below;
- Turned in at the One Stop Student Services Center located on the first floor of the University Center Room 126, drop box available.
- OFA Drop Box on the 3rd floor of Hughes Administration Center Room 319.

The USD OFA can only accept original signatures on the Additional Federal Parent PLUS Loan form.

**Step Two:**
**The Parent** will complete the Federal Direct Parent PLUS Loan Application and Credit Authorization at [https://studentloans.gov](https://studentloans.gov)

Once logged on, in the “Log in to StudentLoans.gov” box, the parent signs in by providing their FSA Username and Password”. Select Request Direct PLUS Loan located in the left column.

Click on Parent PLUS link to complete the following steps:

- Enter Personal Information
- Enter Student & Loan information
- Review the Application Request
- Credit Check and Submit
- Remain signed in to complete Step 3.

**Parents:** 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.

**What the options mean to you**

*Parents who have an endorser or appeal the credit decision are required to complete PLUS Loan Counseling through the Dept. of Education:*

- Enter Personal Information
- Provide Personal References
- Review Terms & Conditions of the Loan
- Review Personal Data Entered and Sign the Master Promissory Note
- Print a copy for your records.

Do not forward an attachment to USD OFA.

Do not print and mail to USD OFA.

The USD OFA will be notified electronically when the credit application and eMPN are complete.

**Step Three:**
**The Parent** will complete a New Electronic Master Promissory Note (eMPN) ONLY if the parent borrower had an endorser on the original loan.

In the “Log in to StudentLoans.gov” box, the parent will sign in by providing their FSA Username and Password, go to: [https://fsaid.ed.gov](https://fsaid.ed.gov).

To sign the Master Promissory Note, click on Complete MPN.

Select the Parent PLUS MPN and follow the instructions provided.

The process may take an estimated 30 minutes.

- Enter Personal Information
- Provide Personal References
- Review Terms & Conditions of the Loan
- Review Personal Data Entered and Sign the Master Promissory Note
- Print a copy for your records.

2015-2016 Academic Year  
Additional/Subsequent  
Federal Direct Parent PLUS Loan Request Form

This form should be used only as:
• The Parent PLUS2 or subsequent application for the Federal Direct Parent PLUS Loan for the 2015-2016 academic year.
• An initial form for parents sharing the Federal Direct Parent PLUS Loan and who have submitted a written request to the USD Office of Financial Aid to adjust the loan amounts. (The OFA will adjust the loan to allow successful processing without delays.)
• If the initial Federal Direct Parent PLUS Loan request was for less than the original amount offered in the student’s Financial Aid Award, this form may be used to request additional unused funds.

Student Name __________________________________________________________________________________

USD ID___________________________________ Anticipated Graduation Date (mm/yy) ______/_______

Phone Number (_______)______________ USD Email:______________________________________________

Parent Name ____________________________________________________________________________

Parent Social Security Number______________________ Parent Phone Number (____)_______________

Parent Address ____________________________________________________________________________

Parent Date of Birth (mm/dd/yy) __________________

Citizenship Status: □ U.S. Citizen □ Eligible Non-Citizen: Alien Registration Number ________________

Additional Loan Amount Requested: Refer to your student’s 2015-2016 Financial Aid Award to determine the maximum additional Federal Direct Parent PLUS Loan funds you may request. This may be determined by subtracting the student’s Total Financial Aid offered from the student’s Total Cost of Education (or budget) for the 2015-2016 academic year. A parent may request up to the maximum amount or any lesser amount.

List the additional Federal Direct Parent PLUS Loan amount you wish to borrow for the 2015-2016 academic year:

Indicate term:

$____________________________ Federal Direct Parent PLUS Loan

Fall/Spring (to be disbursed 50/50)
Fall Only
Spring Only

I authorize the University of San Diego Office of Financial Aid to forward the loan data required to the U.S. Department of Education to begin processing the Federal Direct Parent PLUS Loan.

Parent’s Signature _________________________________________ Date ___________________________

Student’s Signature _________________________________________ Date ___________________________

Submit this signed, completed form to the Office of Financial Aid (OFA) or the One Stop Student Center (OSSC) for processing.

Office of Financial Aid ● 5998 Alcala Park, San Diego, California, 92110-2492 ● (619) 260-2700