



**2019–2020
Additional Federal Direct Parent PLUS Loan
Information and Instructions**

**Red Flags on the portal begin to update mid-July 2020 when
Federal Direct Loan processing begins.*

The Parent Borrower's **original signature** is required to securely process the Additional Federal Direct Parent PLUS Loan.

DO NOT EMAIL this form.

Use this form if:

- A Parent PLUS 2 award is listed on the student's Financial Aid Award.
 - You are following the requirements listed on **Sharing a Parent PLUS Loan** Instructions: <https://www.sandiego.edu/one-stop/documents/financial-aid/1920SharingPLUS.pdf>
- Follow the instructions via the link **BEFORE** proceeding with the instructions listed below.
- **DO NOT USE** this form for Intersession or Summer. Separate forms available in October and February respectively.

STEP 1: DETERMINE THE LOAN AMOUNT TO BORROW

- Review the Parent PLUS 2 award on the student's MySanDiego channel Financial Aid portal to decide the amount to borrow.
- If this is a **single term loan**: Indicate which term at the space provided.
- **All fields on the form are required.**
- Submit the form by mail to the address listed at the bottom of the form or to -
 - The One Stop Student Services Center at the Student Life Pavilion, Room 126.
 - The Office of Financial Aid drop box located outside Room 319 in the Hughes Administration Center.
 - **DO NOT EMAIL THIS FORM** it will not be accepted as it contains sensitive identifying information.

STEP 2: APPLY FOR A PLUS LOAN / Credit Authorization

- Log on to <https://studentaid.gov/>, the parent borrower is required to use their own FSA ID.
- If the parent borrower does not have the required FSA credentials go to <https://studentaid.gov/fsa-id/create-account> **before beginning this step.**
- Credit result is immediate and valid for 180 days.
- **Complete Step 3 before logging out.**

STEP 3: COMPLETE Master Promissory Note (MPN)

- **ONLY** if the parent borrower was previously approved with an endorser.
- **ONLY** if the parent borrower is a first time borrower for this student at USD.

Under **Next Steps Required in the Direct PLUS Loan Process**, select **Complete a Master Promissory Note (MPN)**, select the process for the **Parent PLUS Loan**.

To speak with a Federal Direct Loan borrower representative please call StudentLoans.gov at (800) 557-7394.



2019-2020 Academic Year
Additional/Subsequent Federal Direct Parent PLUS Loan Request

(Separate forms are available for Summer and Intersession terms.)

Section 1 – Student Information

Student Name Last First MI

USD ID # Anticipated Graduation Date (mm/yy) /

Phone Number () USD Email

Student's Signature Date

Section 2 – Parent Information

Parent Name Last First MI

Parent Social Security Number XXX- XX- X Last three digits Parent Email

Parent Date of Birth (mm/dd/yy) Parent Phone Number ()

Parent Address Street City State Zip

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

Additional Loan Amount Requested:

- Review the Parent PLUS 2 (PLUS3, PLUS4 ...) Loan offer on the student's MySanDiego portal in the Financial Aid portlet.
A parent may request up to the maximum amount listed or a lesser amount.
The requested funds will be disbursed evenly for Fall and Spring semesters.

List the additional Federal Direct Parent PLUS Loan amount you wish to borrow: \$

With this original signature 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

Original Signature required

FORM WILL NOT BE ACCEPTED BY EMAIL OR FAX. ORIGINAL SIGNATURE REQUIRED.

Submit the completed form to the Office of Financial Aid or the One Stop Student Center.