How to Apply for
Additional Federal Direct Parent PLUS Loan

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

STEP 1: COMPLETE REQUEST FORM & SUBMIT WITH PARENT’S ORIGINAL SIGNATURE.
- Complete all fields on the form.
- Review the offered Parent PLUS award on the student’s MySanDiego channel Financial Aid portal to determine the amount to borrow.
- If this is a single term loan, indicate which term.
- Submit completed form to the One Stop Student Services Center or the Office of Financial Aid.

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 for Parents)
- 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.

For a Federal Direct Loan borrower representative, please call StudentAid.gov at (800) 557-7394.

2020–2021 Additional Federal Direct Parent PLUS Loan

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 X X X - X X - X _____ _____ _____ (only last three digits needed)

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 __________________________

Review the student’s 2020-2021 Financial Aid Award to determine the amount to request. A parent borrower may request up to the maximum or lesser amount offered.

List the additional Federal Direct Parent PLUS Loan amount: $____________________________

Choose only one term: □ Fall/Spring (disbursed 50/50) □ Intersession □ Summer

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 CONTAINS SENSITIVE IDENTIFYING INFORMATION. DO NOT EMAIL OR FAX.