Federal PLUS Loan Application & Promissory Note Instructions

PLUS loans are available to parents of dependent undergraduate students enrolled at least half time in an eligible program at an eligible school. These are low-interest, unsubsidized loans available to parents to supplement their children's aid package, up to the school's cost of attendance.

PLUS credit can not be run until April 14, 2015.

Two-Step Process

You will need:
- Federal Student Aid PIN (if you do not have a PIN, please visit http://www.PIN.ed.gov to get a PIN)
- Your Employer Information (name and address)
- Alien Registration Number (if you are an eligible non-citizen)
- School Name: Please note that Santa Fe University of Art and Design may still be listed as The College of Santa Fe.
- Student Information (social security number, date of birth, address and phone number)

STEP ONE: PLUS LOAN APPLICATION

- Go to http://www.studentloans.gov and sign in with your social security number, date of birth, and PIN.
- Click on Request a PLUS loan and Select Type (Parent PLUS or Graduate PLUS)
- Complete the application
- For Award Year, select 2015-16 for loan periods beginning after July 1, 2015.
- Indicate whether you want a credit balance on the student’s school account, should one occur, to be issued to the student for living expenses or to you. (Only applicable for Parent PLUS loans).
- Indicate whether you wish to defer payment while the student is in school at least half-time.
- Enter the loan amount you wish to borrow.
- Review your data and authorize the credit check.

STEP TWO: PLUS LOAN MASTER PROMISSORY NOTE (MPN)

- Again, access http://www.studentloans.gov and log-in with your SSN, DOB, and PIN.
- Select Complete MPN and then indicate whether a Parent PLUS or a Graduate PLUS loan.
- If a Parent Loan, select or add the student information.
- Provide names, addresses, and phone contacts for two references. (The addresses of the two references cannot be the same).
- Review, e-Sign, and confirm your promissory note

( NOTE: First-time Graduate PLUS borrowers at SFUAD must also complete Graduate PLUS loan counseling available at http://www.studentloans.gov )