Federal Direct Parent PLUS Loan Checklist and Instructions

The Direct Parent PLUS Loan is a loan that parents of dependent undergraduate students can take out to assist in paying educational expenses not covered by other financial aid. Eligibility is not based on financial need, but a credit check is required.

Please make sure to complete all the steps listed below to receive your loan funds. We have included detailed instructions in this packet to take you through the process.

The parent borrower will need to log into studentaid.gov to Apply for a Parent PLUS Loan (requires credit check) and to complete the Parent PLUS Loan Master Promissory Note (MPN). Your parent will use the same Federal Student Aid (FSA) I.D. that they used to electronically sign your Free Application for Federal Student Aid (FAFSA) to sign in.

- If your parent(s) does not have an FSA I.D. or need a duplicate FSA I.D., they may obtain one via fsaid.ed.gov. If there will be a different parent applying for the Parent PLUS Loan than the one who signed the FAFSA, an FSA I.D. will need to be obtained from fsaid.ed.gov to complete both processes.

Please have the following information available to complete the MPN process after you log into studentaid.gov:

- Personal Information including your: Legal First and Last Name, Social Security Number, Date of Birth, Permanent Address, Mailing Address, Email Address, and Phone Number.
- Student Information including Legal First and Last Name, Social Security Number and Date of Birth.
- The amount of loan you wish to borrow.
- Employer contact information (if any) and reference contact Information for 2 people with different addresses who have known you for at least 3 years.

If you have any questions while completing the online Parent PLUS Loan Application and MPN, please contact the Direct Loan Applicant Services at 1-800-557-7394.

**You MUST complete the three (3) steps listed below to receive a Parent PLUS Loan:**

- Accept or Decline the Parent PLUS Loan in your MySSU Portal (Instructions for Viewing and Accepting Your Aid Offer).
- Complete the online Parent PLUS Loan Application/Request at studentaid.gov.
- Complete the online Parent PLUS Loan Master Promissory Note, agreeing to the terms of the loan.

Please contact the Financial Aid Office with any questions at (707) 664-2389 or finaid@sonoma.edu.
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Instructions for Parent:

Complete Parent PLUS Loan Application

Navigate to the Direct Parent PLUS Loan Application request page at studentaid.gov and click the “Apply for a PLUS Loan” button. Complete the process and submit. This process requires a credit check.

If you have any questions while completing the online Parent PLUS Loan Application and MPN, please contact the Direct Loan Applicant Services at 1-800-557-7394.

Once the parent has applied for the Parent PLUS Loan application they will need to complete the Direct Loan PLUS Master Promissory Note (MPN). If the parent is not approved for the Parent PLUS Loan based on credit there are four options on Page 4 of this document to choose from.
Instructions for Parent:

Complete the Parent PLUS Loan Master Promissory Note (MPN)

Navigate to the Parent PLUS Loan Master Promissory Note page and click the “Log In To Start” button for the “I'm a Parent of an Undergraduate Student” MPN. Complete the process and submit.

If you have any questions while completing the online Parent PLUS Loan Application and MPN, please contact the Direct Loan Applicant Services at 1-800-557-7394.
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Instructions:

Options if the borrower was denied the PLUS Loan

The denied application goes no further until you take an action. There are four options if the Parent PLUS Loan was denied due to credit:

**Option 1:**
You can obtain an **endorser**. Find a credit worthy borrower who is willing to be a co-borrower for this loan. The **endorser** will need to complete the application/credit check and complete the MPN. More details on this process are on **Page 5** of this document.

**Option 2:**
You can appeal and document **extenuating circumstances** to the satisfaction of the U.S. Department of Education (ED). If approved by ED to do so, you will a need to complete **PLUS Credit Counseling**. The Parent PLUS Loan application goes no further until ED has reviewed and approved your appeal.

**Option 3:**
You choose not to pursue the Parent PLUS Loan. This option will allow the student to borrow additional Unsubsidized loan due to Parent PLUS Loan denial. Please note if your student takes this option you can no longer pursue an endorser or appeal ED's decision.

**Option 4:**
Remain undecided, your Parent PLUS Loan application goes no further until you decide how you want to proceed with the loan process.
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Instructions:

Option 1 if the borrower chooses to obtain an endorser
This option requires action by both the endorser and the borrower.

The Endorser (co-signer) must:

- Visit studentaid.gov and obtain their own FSA I.D.
- Sign into studentaid.gov and “Complete an Endorser Addendum”. The Endorser will need the borrower's last name and either the Endorser Code or Award Identification Number (from PLUS Application). The borrower will have received an email from the U.S. Department of Education with an Endorser code. Your Endorser will need to have that code when filling out the loan application as an Endorser. Go to studentaid.gov and at the top of the page hover over “Apply For Aid” and then click “Endorse a PLUS Loan” in the drop down menu.

The Borrower must:

Complete PLUS Credit Counseling: This is required if the parent Borrower was approved for a Parent PLUS Loan with an endorser. The parent Borrower will need to complete the PLUS Credit Counseling before the loan can be accepted by the school, the loan added to the award package or loan funds disbursed. Go to studentaid.gov and at the top of the page hover over “Apply For Aid” and then click “Complete PLUS Credit Counseling” in the drop down menu.