

How to Complete Parent Loan Requirements

Instructions for Parents (FAFSA)

The parent logs into their own individual account at www.studentaid.gov access their **Dashboard**.

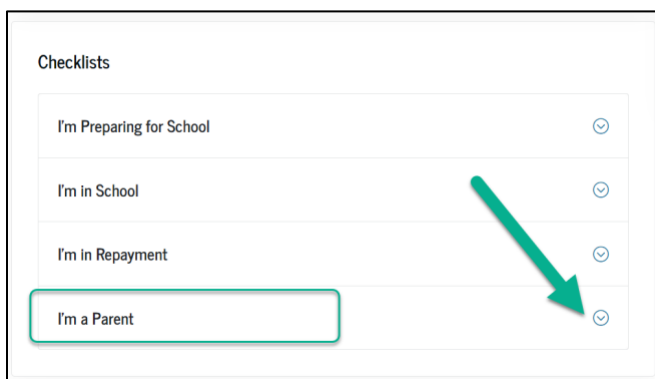
Note: if the parent does not have an account, it can be created <https://studentaid.gov/fsa-id/create-account/launch>

Instructions for the Parent PLUS Loan, Annual Student Loan Acknowledgement Master Promissory Note.

IMPORTANT! All processes will begin on the main Dashboard. The parent **MUST** be logged into their account before following the instructions below.

START HERE! Access the Parent Dashboard

1. From the Parent's **Dashboard**.
2. Scroll down to the *Checklists* section and locate "I'm a Parent" option from the list






3. Select the "I'm a Parent" and a list of options will expand. *The parent will use this section to access other loan requirements.*
 - The parent will have access to complete:
 - Annual Student Loan Acknowledgement
 - Parent PLUS Loan
 - Master Promissory Note
 - PLUS Credit Counseling
 - Appeal an Adverse Credit Decision

I'm a Parent

- Have your child create his or her own [FSA ID username and password](#)
- Work with your child on filling out the [FAFSA® form](#) and applying for federal student aid
- Complete your [Annual Student Loan Acknowledgment](#) each year you get a new loan to review your borrower responsibilities
- Apply for a [parent PLUS Loan](#) to help pay for your child's education expenses not covered by other aid
- Complete a [Master Promissory Note \(MPN\)](#) for a parent PLUS Loan
- Complete [PLUS credit counseling](#) to understand your obligations when taking out a PLUS loan
- Learn what actions to take if you want to [appeal an adverse credit decision](#)
- Use [Loan Simulator](#) to estimate monthly payments and compare repayment options
- Find [resources for parents](#) about saving for college, financial aid, and the application process

Apply for the Parent PLUS Loan

 <p>Who should complete this?</p> <p>Eligible parents ^① of eligible dependent undergraduate students</p>	 <p>20 minutes</p> <p>How long will it take?</p> <p>The entire Direct PLUS Loan Application process must be completed in a single session. It takes approximately 20 minutes to apply for a parent PLUS loan.</p>	 <p>What do I need?</p> <ul style="list-style-type: none"> • Parent's Verified FSA ID • Requested Loan Amount ^② • School Name • Student Information ^② • Personal Information ^② • Employer's Information ^②
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1. From the Parent's **Dashboard**.
2. Scroll down to the *Checklists section* and locate "I'm a Parent" option from the list.
3. Select the Apply for a parent Plus Loan

- Apply for a [parent PLUS Loan](#) to help pay for your child's education expenses not covered by other aid

4. From the "Apply for a PLUS Loan for Parents" page, select the "I'm a Parent of an Undergraduate Student" option and click *Start* to begin. **The entire Direct PLUS Loan Application process**

must be completed in a single session. It takes approximately 20 minutes to apply for a parent PLUS loan.

I am a Parent of an Undergraduate Student

William D. Ford Federal Direct Loan Program: Direct PLUS Loan Application

Parents can use this application to:

- request a Direct PLUS Loan;
- change the amount of a Direct PLUS Loan you previously requested;
- authorize how the school may use your Direct PLUS Loan funds to pay for educational expenses;
- designate who the school pays any credit balance to; and
- request deferment of repayment while the student is in school and for up to 6 months after.

[Preview a read-only version](#)

Parents: Log in with your FSA ID

Start

OMB No. 1845-0103 • Form Approved
Exp. Date 11/30/2023

1. There are 5 steps to completing the application.

Direct PLUS Loan Application for Parents

- 1 Student Info
- 2 Loan Info
- 3 Parent Info
- 4 Credit Check Authorization
- 5 Review and Submit

Warning: Any person who knowingly makes a false statement or misrepresentation on this form will be subject to penalties which may include fines, imprisonment, or both, under the U.S. Criminal Code and 20 U.S.C. 1097.

View the completed copy of the credit decision using the following menu navigation:

My Documents > My Correspondence section > select PLUS Correspondence from the drop-down menu.

Complete the Annual Student Loan Acknowledgement

Who should complete this?

Borrowers accepting a subsidized or unsubsidized loan, a PLUS loan for graduate or professional students, or a PLUS loan for parents.

How long will it take?

10 Minutes

Most people complete the acknowledgment in less than 10 minutes.

What do I need?

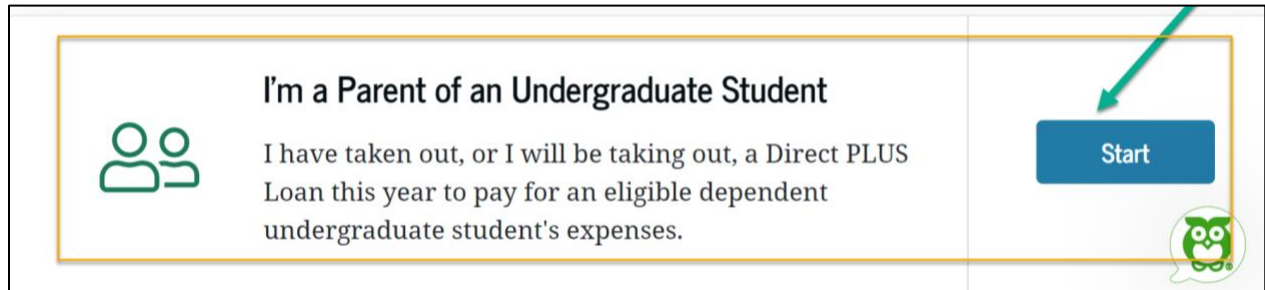
- School Name*
- Degree Type*
- Field of Academic Program*

**first-time borrowers only*

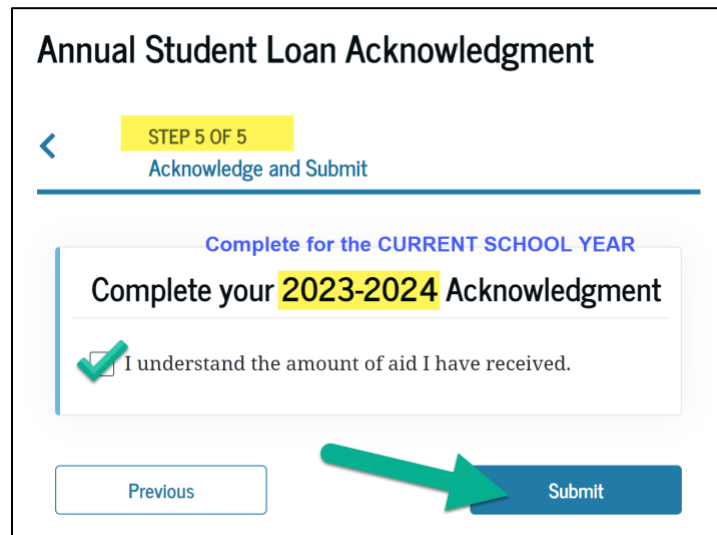
1. From the Parent's **Dashboard**.
2. Scroll down to the *Checklists* section and locate "I'm a Parent" option from the list.
3. Select the *Complete your Annual Student Loan Acknowledgement ...*

- Complete your **Annual Student Loan Acknowledgment** each year you get a new loan to review your borrower responsibilities

4. Select the Start button for “I’m a Parent of an Undergraduate Student.” *There are total of 5 Steps that need to be completed.*






5. At the last step, check the box to confirm and submit.



View the confirmation page using the following menu navigation:

My Documents > Completed Documents section > select Annual Student Loan Acknowledgement from the drop-down menu. Note: this confirmation does not generate a PDF.


Complete the Master Promissory Note

 <p>Who should complete this?</p> <p>Eligible parents ⓘ of eligible dependent undergraduate students</p>	 <p>20 minutes</p> <p>How long will it take?</p> <p>The entire Direct PLUS Loan Application process must be completed in a single session. It takes approximately 20 minutes to apply for a parent PLUS loan.</p>	 <p>What do I need?</p> <ul style="list-style-type: none"> • Parent's Verified FSA ID • Requested Loan Amount ⓘ • School Name • Student Information ⓘ • Personal Information ⓘ • Employer's Information ⓘ
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1. From the Parent's **Dashboard**.
2. Scroll down to the *Checklists* section and locate "I'm a Parent" option from the list.
3. Select the *Complete a Master Promissory Note...* link.

- Complete a *Master Promissory Note (MPN)* for a parent PLUS Loan


4. Select the *I'm a Parent of an Undergraduate Student* option and click *Start* to begin.
5. *Most people complete each MPN in less than 30 minutes. The entire MPN process must be completed in a single session.*



I'm a Parent of an Undergraduate Student

PLUS MPN for Parents of Dependent Undergraduate Students

Use this MPN for Direct PLUS Loans available to eligible parents of eligible dependent undergraduate students. [Learn More](#)



Start

OMB No. 1845-0007 • Form Approved

6. There are five steps

Master Promissory Note

For Parents of Undergraduate Students Requesting Direct PLUS Loans

1

Information

2

References

3

Agreements

4

Review & Edit

5

Submit

- 8.

View the completed copy of the Master Promissory Note using the following menu navigation:

My Documents > Completed Documents section > select Master Promissory Note (MPN) from the drop-down menu.