



## Direct Parent Plus

### Loan Instructions

#### Step 1: Apply for a Direct Parent PLUS Loan

- a. Go to [www.studentloans.gov](http://www.studentloans.gov). Sign in to your profile from the Manage My Direct Loan menu. You will need your federal PIN (the same one you used for your FAFSA) to complete. If you do not remember your federal PIN, visit the Department of Education's PIN website [www.pin.ed.gov](http://www.pin.ed.gov).
- b. Select "Complete PLUS Application Process" and select Parent PLUS as your loan type.
- c. Follow the instructions to complete the Federal Direct Parent PLUS Loan Application.
- d. **If approved**, the student will be notified with instructions on how to sign a Master Promissory Note. **If denied**, the student will receive a denial letter from the U.S. Department of Education.
  - The parent may contact the Direct Loan Servicing Center to either appeal the decision or investigate the option of securing an endorser for the loan. **or**
  - The student may submit a request for additional unsubsidized loans funds from Clark Atlanta University by submitting a Loan Action Request form.

#### Step 2: Sign a Master Promissory Note

- a. When going online to sign your Master Promissory Note, be sure to have your driver's license, social security number and two references (with complete addresses) ready.
- b. Go to [www.studentloans.gov](http://www.studentloans.gov) and sign in.
- c. Click on Complete Master Promissory Note.
- d. Click on Parent PLUS
- e. Complete your Promissory Note. Be certain to choose Clark Atlanta University from the "Schools" drop down list to ensure timely delivery and processing of your loan.
- f. Print your Master Promissory Note for your records. We will be notified electronically that you have completed it.