



OFFICE OF STUDENT FINANCIAL SERVICES

FEDERAL GRAD PLUS

Before receiving a Federal Direct Grad PLUS Loan, students must complete both a Master Promissory Note and the Direct Loan online Entrance. The directions to complete both of these procedures are as follows:

1. Obtain a Federal PIN Number:

The student borrower will need the PIN number assigned by the Department of Education, upon completion of the FAFSA, to electronically sign the Federal Direct Grad PLUS Master Promissory Note. Your Federal PIN number substitutes as your signature while signing online documents. If you do not have a Federal PIN number, you must apply for one at the pin website: www.pin.ed.gov.

2. Signing The Federal Direct Grad PLUS Master Promissory Note:

- a. Once you have your Federal PIN number, go to www.dlenote.ed.gov
- b. Click on the link to “**Complete New MPN for Student Loans**”
 - **Graduate PLUS.**
- c. On the next page, scroll down and click on the bar labeled “Proceed to eMPN login”. (If necessary, please visit the PIN Site to review the requirements and update your profile.)
- d. At this point you will need to provide your:
 - i. Social Security Number
 - ii. The first two characters of your last name
 - iii. Your birth date, and
 - iv. Your Federal PIN number.

Next, click the “submit” button at the bottom of the screen.

- e. Carefully read through the terms and conditions of the loan you have applied for and provide the necessary information (including the names, addresses, and telephone numbers of two personal references).
- f. When you have reached the end of your Promissory Note procedure, a second screen will pop-up.

IMPORTANT:

At the bottom of this screen is your confirmation code. You must write this code down, return to the original screen, and enter your confirmation code. If you do not enter your confirmation code into the original screen, you have not completed your Master Promissory Note.

- g. Print your Promissory Note for your own personal records.

You have now completed your Direct Grad PLUS Master Promissory Note.

- 3. Complete Entrance Counseling:** In order to receive a Federal Direct Grad PLUS Loan, the borrower must complete the online entrance for the Grad PLUS at www.dl.ed.gov. This process explains the responsibilities of taking out a Grad PLUS loan.