



Federal Direct PLUS Loan

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Before receiving a Federal Direct PLUS (Parent Loan), the parent needs to complete a Master Promissory Note. The directions are as follows:

1. Obtain a Federal Student Aid (FSA) ID - This has replaced the Federal Student Aid PIN and must be used to log in to certain U.S. Department of Education websites:

The parent will need the FSA ID, to electronically sign the Federal Direct PLUS Master Promissory Note. Your FSA ID – a user name and password- substitutes as your signature while signing online documents. If you do not have a Federal Student Aid ID, you can create one when logging in to www.studentloans.gov.

2. To complete the Federal Direct PLUS (Parent Loan) Master Promissory Note:

- a. Log in to www.studentloans.gov, MPN must be completed in a single session
- b. Click on the link complete Master Promissory Note, then select PLUS MPN for parent
- c. Provide Personal Information
 - Permanent Address
 - Mailing Address (if different from permanent address)
 - Telephone Number
 - Email Address
 - Alien Registration Number (If you are an eligible non-citizen)
- d. Employer Information
 - Employer Name
 - Employer Address
- e. School Name
- f. Reference Information for two people with different U.S. addresses who have known you for at least 3 years. You may not list the student for whom you are borrowing this loan.
 - Name of each reference
 - Address of each reference
 - Email address for each reference
 - Telephone number of each reference
 - Relationship of each reference to the borrower
- g. Student Information
 - Student first name, middle initial and last name
 - Student social security number
 - Student date of birth
 - Student address
 - Student telephone number
- h. Carefully read through the terms and conditions of the loan. Review, sign and submit. Print your Promissory Note for your own personal records.