DIRECT PARENT PLUS LOAN INSTRUCTIONS
(To be completed by the Parent)

To complete a Direct PLUS Loan Master Promissory Note (DL PMPN), a parent will need a Federal PIN Number. If the parent does not have or remember the Federal PIN Number, the parent must logon to www.pin.ed.gov to apply or have the number resent to an email address.

After you received your PIN logon to www.studentloans.gov, click on “My Profile” and on the left side of the screen select “Complete MPN”. If you have previously completed a Direct PLUS Loan Master Promissory Note (DL PMPN), some of this information may be populated for you. You should review any populated information carefully for accuracy. Follow the steps below to complete the Direct Parent PLUS Loan Application:

Step for Completing the Master Promissory Note:

- Select “Parent PLUS”.
- Enter the following 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)
  - Employer Name
  - Employer Address
  - Student first name, middle initial and last name
  - Student social security number
  - Student date of birth
  - Select State and College.
- Enter 2 “Personal References”
- Read ALL “Term and Conditions”
- Review and sign the Master Promissory Note
- On the bottom of the page click on “HTML Version” to review your information.
- Click “Continue” and print a PDF copy of the Direct PLUS Master Promissory Note
- Submit a copy of the Direct PLUS Master Promissory Note to the Financial Aid Office.

Parents interested in applying for a Direct PLUS Loan must complete, sign and date the Direct PLUS Loan Credit Check Authorization Form on the reverse side.

If you have any questions or need assistance do not hesitate to contact the Financial Aid Office, at 718-429-6600 extension 100.