Grad PLUS On-line Loan Instructions

Borrower signs into the web site: StudentLoans.gov with the same PIN used for signing the FAFSA

If the Borrower needs a federal PIN, one can be created or requested at: www.PIN.ed.gov
If the Borrower has forgotten their PIN, it is best to “Request a Duplicate PIN” at the www.PIN.ed.gov web site. Doing so allows for the PIN to be displayed immediately.

The screen shot below shows what the parent will see after signing in.

To complete the application:
1. Select “Request PLUS Loan” under PLUS Loan Process
2. Select Grad PLUS Loan as the loan type
3. Provide personal information (citizenship, driver’s license, address, telephone number, etc.)
4. Provide employer information
5. Provide student and loan information (name, SSN, date of birth)
6. Select California as the School State in the drop down box
7. Select Cal Poly San Luis Obispo as the School Name in the drop down box
8. Indicate the Loan Amount Requested
9. Review your application
10. Authorize a Credit Check and submit

If the credit check is approved, and this is your first Grad PLUS loan you will be instructed to complete the Federal Direct PLUS Master Promissory Note:
1. If you haven’t already done so, sign in using your Personal Identification Number (PIN) (www.pin.ed.gov) from the Department of Education
2. Select Complete MPN under Master Promissory Note
3. Select Grad PLUS Loan as the loan type
4. Provide personal information (citizenship, driver’s license, address, telephone number, etc.)
5. Provide employer information
6. Provide student and loan information (name, SSN, date of birth)
7. Select Cal Poly San Luis Obispo as the School Name in the drop down box
8. Provide reference information
9. Review Terms and Conditions, electronically sign and submit MPN
10. Print a copy of your MPN for your records

NOTE: The entire MPN process must be completed in a single session so be sure you have enough time to complete it. The MPN session takes approximately 30 minutes to complete.

If the credit check is not approved you will be asked to indicate:
- If you are going to pursue the loan by obtaining an endorser (co-signer)
- If you are going to appeal the denial with the Dept of Education
- If you are not going to/cannot resolve the denial
- If you are unsure

If you obtain an endorser or the appeal is approved, Cal Poly will receive notification of the approval of the originally denied loan and the loan process will be completed.