

**FEDERAL DIRECT PLUS LOAN  
AUTHORIZATION FORM**

The federal Direct PLUS Loan request process includes two steps for borrowers. These steps are best completed online at [www.studentloans.gov](http://www.studentloans.gov). It will require you to use your federal PIN number. Your PIN may be obtained by going to [www.pin.ed.gov](http://www.pin.ed.gov) and you may "request a duplicate."

If you choose to complete this paper form, once completed, please return this form to the Office of Student Financial Planning. If approved for credit, the loan will be processed for the amount indicated below and you will need to complete Step 2 below.

**STEP 1: EITHER** go online to [www.studentloans.gov](http://www.studentloans.gov) and login using the parent SSN, DOB and PIN. Select "Request a Direct PLUS Loan" option. **OR** complete this paper authorization form which gives the University of Dubuque the authority to process a PLUS Loan Credit Request on behalf of the borrower. Once you complete the credit check process and are approved, you must proceed to STEP 2 to complete the PLUS MPN.

**STEP 2:** For all new borrowers, a federal Direct PLUS Loan Master Promissory Note (MPN) must also be completed. The MPN alleviates borrowers from having to complete a new promissory note for each year's loan. To obtain a MPN please go to the website [www.studentloans.gov](http://www.studentloans.gov) and begin at the "Request a Direct PLUS" Loan option.

STUDENT NAME: \_\_\_\_\_ STUDENT SSN# \_\_\_\_\_

PARENT/BORROWER NAME: \_\_\_\_\_ SSN# \_\_\_\_\_

STREET, CITY, STATE, ZIP \_\_\_\_\_

LOAN PERIOD FROM: \_\_\_\_\_ (mm/yyyy) TO: \_\_\_\_\_ (mm/yyyy)

U.S. CITIZEN  YES  NO Parent/Borrower's Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ (mm/dd/yyyy)

I REQUEST THE FOLLOWING LOAN AMOUNT: \$ \_\_\_\_\_ .00 \*

(\*This amount must match what you indicate online during the PLUS Loan Request process.)

**YOUR RIGHTS AND RESPONSIBILITIES REGARDING YOUR FEDERAL DIRECT PLUS LOAN**

1. I understand that my student must be enrolled at least half-time (6 credit hours) per semester to be eligible for this PLUS loan.
2. I understand that all funds will be credited to my student's account first, with any remaining balance refunded to me according to the University's schedule.
3. I understand that I am applying with a Master Promissory Note. I understand that I may receive one or more loans under this Master Promissory Note and that I must repay such loans.
4. I understand that I may choose to cancel any, or all, of this loan even after the loan funds are disbursed.

**Option A**

\_\_\_\_ Please disburse any PLUS Loan proceeds in excess of the UD account balance directly to me at above address.

**Option B**

\_\_\_\_ Please disburse any PLUS Loan proceeds in excess of the account balance owed to UD directly to my student.

PARENT/BORROWER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_