

### Federal Direct PLUS Loan – Instructions

All Federal Direct Parent and Graduate PLUS Loan borrowers will need to complete a Federal Direct PLUS Loan request/application **AND** a new Master Promissory Note (MPN). All Graduate PLUS Loan borrowers will also need to complete Entrance Counseling. (Parents are not required to complete Entrance Counseling.)

#### First-time borrowers

If you or your parent(s) are planning to borrow a Federal Direct PLUS Loan for the first time, please wait until you have received your financial aid offer to complete this application process. The award letter will be necessary to help you determine the amount you need to request. Families should not apply for a PLUS Loan earlier than June 1 since the PLUS Loan requires a credit approval which is only valid for 90 days.

#### Renewal borrowers

If you or your parent(s) previously borrowed a Federal Direct PLUS Loan at Carnegie Mellon and plan to borrow for the upcoming academic year, you or your parent(s) are required to complete a new Federal Direct PLUS Loan application at [www.studentloans.gov](http://www.studentloans.gov). See instructions below. You or your parent(s) do not have to complete another Federal Direct PLUS Master Promissory Note or Entrance Counseling.

Please follow these instructions (*first-time borrowers only*):

To view the [www.studentloans.gov](http://www.studentloans.gov) website, you will need one of the following supported browsers: Microsoft Internet Explorer (versions 6 or higher), Mozilla Firefox (versions 2 or 3.6.3), Apple Safari (version 4).

1.) Complete **the Federal Direct PLUS Loan Request/Application** at [www.studentloans.gov](http://www.studentloans.gov) :

- Sign in using your Personal Identification Number (PIN) ([www.pin.ed.gov](http://www.pin.ed.gov)) from the Department of Education
- Select “Request PLUS Loan” under PLUS Loan Process
- Select “Graduate PLUS Loan or Parent PLUS Loan” as the loan type
- Provide personal information (citizenship, driver’s license, address, telephone number, etc.)
- Provide employer information
- Provide student and loan information (name, SSN, date of birth)
- Select Pennsylvania as the School State in the drop down box
- Select “Carnegie Mellon University” as the School Name in the drop down box
- **Do not** select Carnegie Mellon University Tepper School of Business or Heinz College
- Indicate the Loan Amount Requested
- Review your application
- Authorize a Credit Check and submit

2.) Complete **the Federal Direct PLUS Master Promissory Note** at [www.studentloans.gov](http://www.studentloans.gov):

- If you haven’t already done so, sign in using your Personal Identification Number (PIN) ([www.pin.ed.gov](http://www.pin.ed.gov)) from the Department of Education
- Select “Complete MPN” under Master Promissory Note
- Select “Graduate PLUS Loan or Parent PLUS Loan” as the loan type
- Provide personal information (citizenship, driver’s license, address, telephone number, etc.)
- Provide employer information
- Provide student and loan information (name, SSN, date of birth)
- Select “Carnegie Mellon University” as the School Name in the drop down box
- Do not select Carnegie Mellon University Tepper School of Business or Heinz College
- Provide reference information
- Review Terms and Conditions, electronically sign and submit MPN
- 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.