Online Loan Process Instructions

STUDENTS

☐ Complete Loan Entrance Counseling
1. Go to www.studentloans.gov
2. Click on Sign In (must have FAFSA pin#)
3. Verify Personal Information
4. Select Complete Counseling
5. Click START in the Entrance Counseling box
6. Select School State from drop down menu
7. Select School Name from drop down menu
8. Select appropriate Student Type

☐ Complete Master Promissory Note
1. Go to www.studentloans.gov
2. Click on Sign In (must have FAFSA pin#)
3. Verify Personal Information
4. Select Complete Master Promissory Note
5. Select Which Type of MPN to complete (Subsidized/Unsubsidized/Graduate PLUS)
6. Enter Personal Information and References
7. Review Terms and Conditions
8. Review and Sign

PARENTS

☐ Request a Direct PLUS Loan*
1. Go to www.studentloans.gov
2. The parent that will be borrowing the PLUS Loan must sign in. Please do not sign in as the student.
3. Click on Sign In (must have FAFSA pin#). You may apply at www.pin.ed.gov.
4. Select Request a Direct PLUS Loan
5. Select loan type – Parent PLUS
6. Enter Student and Borrower Information
7. Review your request
8. Submit request (Credit check will also be performed.)

☐ Complete Master Promissory Note
1. Go to www.studentloans.gov
2. Click on Sign In (must have FAFSA pin#)
3. Verify Personal Information
4. Select Complete Master Promissory Note
5. Select Parent PLUS
6. Enter Personal and Student Information
7. Enter Personal References
8. Review Terms and Conditions
9. Review and Sign

ENDORSERS

☐ Endorse a Direct PLUS Loan*
1. Go to www.studentloans.gov
2. The person that will be endorsing the PLUS Loan must sign in. Please do not sign in as the student.
3. Click on Sign In (must have FAFSA pin#). You may apply at www.pin.ed.gov.
4. Select Endorse a Direct PLUS Loan
5. Enter the Loan Reference ID Number.
6. Click Submit and continue until finished.

*If approved, please notify the One Stop Student Service Center by phone at 513-556-1000 or email at onestop@uc.edu. For more information on how to endorse a PLUS Loan, contact Direct Loan Applicant Services at 1-800-557-7394.