Online Loan Process Instructions

STUDENTS

☐ Complete Loan Entrance Counseling
1. Go to www.studentloans.gov
2. Log in with your FSA ID
3. Verify Personal Information for accuracy
4. Select Complete Counseling
5. Click START in the Entrance Counseling box
6. Select School State and Name from drop down menu
7. Click "Notify This School" when correct school displays
8. Select appropriate Student Type

☐ Complete Master Promissory Note
1. Go to www.studentloans.gov
2. Log in with your FSA ID
3. Verify Personal Information for accuracy
4. Select Complete a 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*
Note: The parent that will be borrowing the PLUS Loan must sign in. Please do not sign in as the student.
1. Go to www.studentloans.gov
2. Log in with your personal FSA ID.
   Don't have a FSA ID? Select the option to create one.
3. Select Request a Direct PLUS Loan
4. Select loan type – Parent PLUS
5. Enter Student and Borrower Information
6. Review and submit your request

☐ Complete Master Promissory Note
1. Go to www.studentloans.gov
2. Log in with your personal FSA ID
3. Select Complete a Master Promissory Note
4. Select Parent PLUS
5. Enter Personal and Student Information
6. Enter Personal References
7. Review Terms and Conditions
8. Review and Sign

ENDORSERS & PARENTS UNDER CREDIT REVIEW

☐ 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 or parent borrower.
3. Click on Sign In (must have FSA ID).
   Don't have a FSA ID? Select the option to create one.
4. Select Endorse a Direct PLUS Loan
5. Enter the borrower's last name and the Endorser Code or Award ID Number.
6. Click Submit and continue until finished.

☐ Complete PLUS Counseling*
1. Go to www.studentloans.gov
2. Log in with your FSA ID
3. Verify Personal Information for accuracy
4. Select Complete Counseling
5. Select Start PLUS Counseling
6. Select Parent of an eligible dependent undergraduate student(s)
7. Click Continue*

*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.