




THE KING'S COLLEGE NEW YORK CITY

PARENT PLUS LOAN APPLICATION INSTRUCTIONS

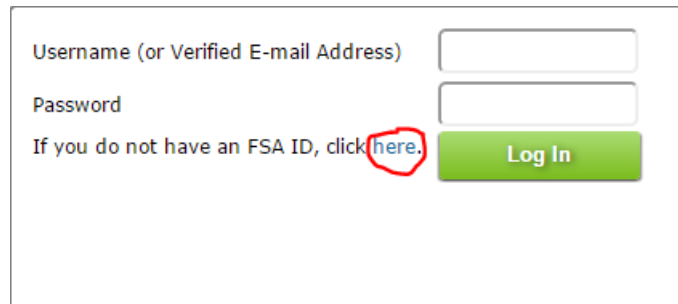
To apply for the Parent PLUS loan go to www.studentloans.gov and follow the steps below.

HOW TO CREATE A LOGIN

1. Click  at the top right hand side of the page and enter the following *parent* information:



- a. Enter your username or verified e-mail address.
- b. Enter your password.
- c. If you do not have an FSA ID, select “Click here” at the bottom next to the green login button.





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HOW TO CREATE A LOGIN

2. Create a New FSA ID.

Create a New FSA ID

An FSA ID gives you access to Federal Student Aid's online systems and can serve as your legal signature.

Only create an FSA ID using your own personal information and for your own exclusive use. You are not authorized to create an FSA ID on behalf of someone else, including a family member. Misrepresentation of your identity to the federal government could result in criminal or civil penalties.

To create your own personal FSA ID, enter answers for the questions below and select CONTINUE.

* Required

Create An FSA ID Edit My FSA ID

E-mail	<input type="text"/>	?	Edit My FSA ID Frequently Asked Questions
Confirm E-mail	<input type="text"/>	?	
Username *	<input type="text"/>	?	
Password *	<input type="password"/>	?	
<input checked="" type="checkbox"/> Numbers <input checked="" type="checkbox"/> Uppercase Letters <input checked="" type="checkbox"/> Lowercase Letters <input checked="" type="checkbox"/> Special Characters			
<input checked="" type="checkbox"/> 8-30 Characters <input type="checkbox"/> Show Text			
Confirm Password *	<input type="password"/>	?	
Are you 13 years of age or older? *	<input type="radio"/> I am 13 years of age or older. <input type="radio"/> I am 12 years of age or younger.	?	
<input type="button" value="CONTINUE"/>			

- Enter a valid e-mail address and then retype it next to "Confirm E-mail".
- Create a username and password.
- Are you 13 years of age or older? Select from the options provided and then click the green "Continue" button below.



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3. Enter your Personal Information in the boxes provided.

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Personal Identification Information

To apply for an FSA ID, complete the information below and select CONTINUE.

I understand that I will be required to certify that the information that I provide to obtain an FSA ID is true and correct and that I am the individual who I claim to be. If I am not that person who I claim to be, I understand that I am not authorized to proceed and that I should exit this form now. If I provide false or misleading information, I understand that I may be fined, sent to prison for not more than five years, or both.

Identity Profile Review & Confirm Done

Social Security Number * - - ⓘ * Required
 Show Text

Date of Birth * ⓘ

First Name, Middle Initial, Last Name * ⓘ

- Enter your social security number.
- Enter your Date of Birth.
- Enter your first name, middle initial, and last name in the boxes provided. Then click "Continue".



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4. Link Your PIN (IMPORTANT).

Link Your PIN to Your FSA ID

Enter your Federal Student Aid PIN below and select VERIFY to link it to your FSA ID. If you do not remember your PIN, select Help (?) for more details or use the Forgot My PIN link.

By linking your PIN to your FSA ID, you will be able to use your new FSA ID with all FSA systems immediately.

If you do not want to link your PIN to your FSA ID, then select CONTINUE WITHOUT PIN. We will send your information to the Social Security Administration (SSA) for verification. This takes 1-3 days, during which time you will not be able to access many FSA systems. We will send you an e-mail once the SSA match is complete.

Identity Profile Review & Confirm Done

Social Security Number: ***-**-****

Date of Birth: [Redacted]

First Name, Middle Initial, Last Name: [Redacted]

PIN * [Redacted] * Required

[Forgot My PIN](#)

VERIFY

CANCEL < PREVIOUS CONTINUE WITHOUT PIN >

- If you know your PIN number, **enter it in the box and click verify**. (*Recommended - Creating your login with the PIN will automatically verify your identity with the Social Security Administration*). If you do not know your PIN, click "Continue without PIN". You will still be able to create the login. It will take up to 3 business days to confirm your identity and for you to have access to the federal student aid websites.
- On the next screen, confirm the information you provided. Then, enter your mailing address and phone number. Click the "Continue" button.
- You will be asked to choose and answer 5 security questions. Then enter a significant date in your life. Once you have completed the steps, click "Continue".



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5. Review and confirm your personal information again and the terms and conditions.

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Verify Your E-mail

Enter the secure code below and select CONTINUE to verify your e-mail address. After you verify your e-mail address, you can use it as your username when logging in.

Enter the Secure Code

An e-mail containing a secure code was sent to your e-mail address on file. If you're accessing your e-mail via the Web, make sure to open a separate browser window. If you did not receive an e-mail, you can [request a new secure code](#).

Note: It may take a few minutes for the e-mail to arrive. Check your junk folder if you cannot find the message in your inbox. Some e-mail providers require that you add an e-mail address to your address book before you can receive any e-mail from that address. To ensure that our messages can be delivered to your inbox, enter our originating e-mail address, FSA-ID@ed.gov into your address book.

Identity Profile Review & Confirm Done

Secure Code * * Required

CANCEL CONTINUE WITHOUT VERIFYING CONTINUE >

- a. Check your e-mail for a message entitled: "Important: Your FSA ID E-mail Validation - Action Required".
- b. Enter the Secure Code in the Secure Code field on your student aid web page.

FSA ID Created

You have successfully created your FSA ID.

Identity Profile Review & Confirm Done

- Your FSA ID username and password have been created. Because you included your personal identifiers (Social Security number, last name, and date of birth), we will send your information to the Social Security Administration (SSA) for verification. This takes 1-3 days, during which time you will not be able to access many FSA systems. We will send you an e-mail once the SSA match is complete.

Select the RETURN TO STUDENTLOANS.GOV to exit and return to the STUDENTLOANS.GOV application. Select RETURN TO LOGIN if you wish to return to the FSA ID log-in page.

RETURN TO LOGIN >

You've successfully created an FSA ID! Now, return to studentloans.gov and login.



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FSA ID Created Successfully

Inbox x



FSA ID Information <FSA-ID@ed.gov>

to me



Dear _____,

You may now begin using your FSA ID, however you will have limited access to certain applications until your information is verified with the Social Security Administration (SSA).

An e-mail will be sent to you notifying you of the results once verification is complete.

If you have any questions or need help, visit <https://fsaid.ed.gov> and select Help (?) for more details.

Thank you,

U.S. Department of Education

Federal Student Aid

This mailbox is unattended. Please do not reply to this message.

If you did not create your FSA ID by linking your PIN, you will receive this e-mail. It should take 2-3 business days to verify your information with the Social Security Administration. You will not be able to log into studentloans.gov until you have been verified. If you still haven't been verified after 3 business days, please call Federal Student Aid at 1-800-433-3243.

Once you are able to log in, please proceed to the following steps.



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COMPLETE THE PARENT PLUS LOAN

6. Student Aid Welcome Page. You will be completing the PLUS application, and the Master Promissory Note.

Welcome to StudentLoans.gov

Before you begin, verify that your personal information is up to date.

Based on information that you provided for your FSA ID, we have populated your personal information. If any of this information is incorrect, you must correct the information associated with your FSA ID.

Once you have confirmed your information, select what you would like to do:

- **Complete Counseling**
(Entrance, Financial Awareness, PLUS, Exit)
- **Complete a Master Promissory Note** Step 2
- **Apply for a PLUS Loan** Step 1
- **Endorse a PLUS Loan**
- **Complete Consolidation Loan Application and Promissory Note**
- **Complete Income-Driven Repayment Plan Request**
- **Co-sign Spouse's Income-Driven Repayment Plan Request**
- **I am not sure** (we will ask you a series of questions to direct you)

a. You will proceed to the Master Promissory Note after you've completed the PLUS Loan application.




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▶ **View What You Need**


▶ **Access PLUS Counseling for more information on PLUS borrowing.**

▶ **Select the type of Direct PLUS Loan Request you would like to preview or complete**

 **Direct PLUS Loan Request for Graduate/Professional Student Borrowers**
(Direct PLUS Loans are available to eligible graduate/professional students. Students must be logged in using their own [FSA ID](#).)

Preview PLUS Request for Graduate/Professional Students

Complete PLUS Request for Graduate/Professional Students

 **Direct PLUS Loan Request for Parent Borrowers**
(Direct PLUS Loans are available to eligible parents of eligible dependent undergraduate students. Parents must be logged in using their own [FSA ID](#).)

Preview PLUS Request for Parents

Complete PLUS Request for Parents

- c. Complete the six (6) following steps:
- Select an Award Year.
 - Student Information.
 - School & Loan Info.
 - We are listed as KING'S COLLEGE (THE).
 - Borrower Info.
 - Review Request.
 - Credit Check & Submit.

*Please specify the amount you would like to borrow for the entire year.



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SIGN THE eMPN

7. After completing the PLUS loan request you will need to complete a Master Promissory Note (MPN). This is the [second link](#) on the home page.

Welcome to StudentLoans.gov

Before you begin, verify that your personal information is up to date.

Based on information that you provided for your FSA ID, we have populated your personal information. If any of this information is incorrect, you must correct the information associated with your FSA ID.

Once you have confirmed your information, select what you would like to do:

- Complete Counseling
(Entrance, Financial Awareness, PLUS, Exit)
- Complete a Master Promissory Note**
- Apply for a PLUS Loan
- Endorse a PLUS Loan
- Complete Consolidation Loan Application and Promissory Note
- Complete Income-Driven Repayment Plan Request
- Co-sign Spouse's Income-Driven Repayment Plan Request
- I am not sure (we will ask you a series of questions to direct you)

- a. Complete the four (4) following steps:
- a. Personal Information.
 - b. Personal References.
 - c. Terms & Conditions.
 - d. Review & Sign.

***Your eMPN is complete when you receive the following message, "Thank you for completing your MPN". It is not necessary to submit a copy of your MPN to Student Financial Services.**