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 Log In at the top right hand side of the page and enter the following parent information:

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

2. Create a New FSA ID.

   a. Enter a valid e-mail address and then retype it next to “Confirm E-mail”.

   b. Create a username and password.

   c. Are you 13 years of age or older? Select from the options provided and then click the green “Continue” button below.
3. Enter your Personal Information in the boxes provided.

   a. Enter your social security number.
   b. Enter your Date of Birth.
   c. Enter your first name, middle initial, and last name in the boxes provided. Then click “Continue”.
4. Link Your PIN (IMPORTANT).

   a. 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.

   b. On the next screen, confirm the information you provided. Then, enter your mailing address and phone number. Click the “Continue” button.

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

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.

You’ve successfully created an FSA ID! Now, return to studentloans.gov and login.
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.
6. Student Aid Welcome Page. You will be completing the PLUS application, and the Master Promissory Note.

a. You will proceed to the Master Promissory Note after you’ve completed the PLUS Loan application.
c. Complete the six (6) following steps:
   a. Select an Award Year.
   b. Student Information.
   c. School & Loan Info.
   d. We are listed as KING’S COLLEGE (THE).
   e. Borrower Info.
   f. Review Request.
   g. Credit Check & Submit.

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