

GRADUATE STUDENT: Applying for the Federal Direct Graduate PLUS Loan 2017 - 2018

Have available:

- Personal Information including Legal First and Last Name, Social Security Number, Date of Birth, Permanent Address, Mailing Address, Email Address, Phone Number)
- FSA ID (the username/password for the FAFSA) (If you don't remember it, you can go to <https://fsaid.ed.gov>)
- The amount of loan you wish to borrow
- Employer contact information (if any) and reference contact Information for 2 people with different addresses who have known you for at least 3 years.

For any questions, please contact the Office of Financial Aid at 415.257.1350 or finaid@dominican.edu

How to:

1. In an Internet Browser, go to www.studentloans.gov
2. Click on "Log In"

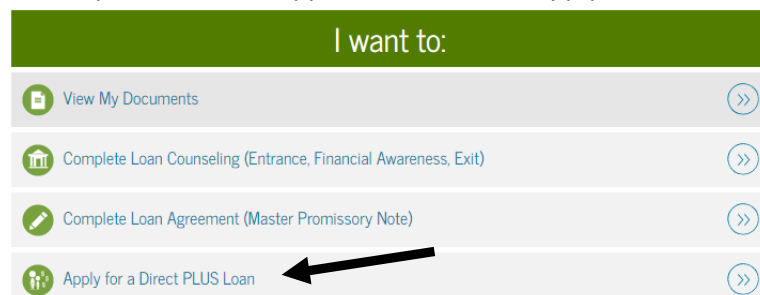


3. You will enter your personal identifying information to complete the Sign In process



4. You will then be on the Welcome page. There are two items you need to complete:
 - a. Application – go to Step 5
 - b. Master Promissory Note – go to Step 9
 - c. Entrance Counseling – go to Step 13

5. To complete the PLUS Application, click on "Apply for a Direct PLUS Loan"



6. Click “Complete PLUS Request for Graduate/Professional Students” where it asks you to select the loan type

Direct PLUS Loan Application for Graduate/Professional Students
William D. Ford Federal Direct Loan Program
Federal Direct PLUS Loan Request for Supplemental Information

Students must be logged in using their own FSA ID.



7. You will then complete sections of the application

a. Loan Info

- i. The Award Year is “2017-2018”
- ii. Student Demographic Information
- iii. Deferment options, authorization of charges, Credit Balance refund options
- iv. School State is “California” and school Name is “Dominican University of California”
- v. Loan Amount: Specific Amount or Maximum Amount
- vi. For the Loan Period
 1. 8/2017 – 5/2018 is the Fall and Spring semesters
 2. 8/2017 – 12/2017 is the Fall semester only
 3. 1/2018 – 5/2018 is the Spring semester only
 4. 8/2017 – 7/2018 is the Fall, Spring, and Summer semesters

b. Borrower Info

c. Review Request

d. Credit Check and Submit

8. Once the Credit Check is complete, you will know if you have been Approved or Denied.

a. If Approved, and...

- i. If you have already received Grad PLUS Loans at the University and have already completed Loan Entrance Counseling and the Master Promissory Note, you may logout. Do not proceed to further steps.
- ii. If this is your first time receiving a Grad PLUS Loan, go to Step 9.

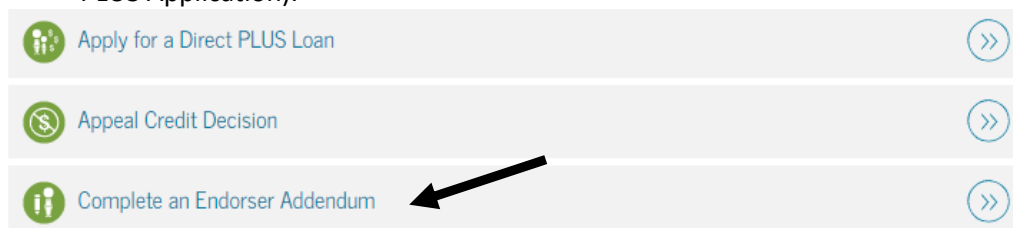
b. If Denied, there are a four options (Return to the home screen: Menu > My Account > My Home Page)

- i. **Appeal.** On “My Home Page” click on “Appeal Credit Decision” for more information on this process.



1. If your appeal is approved, you will want to go to Step 9 in this packet to complete your Master Promissory Note.

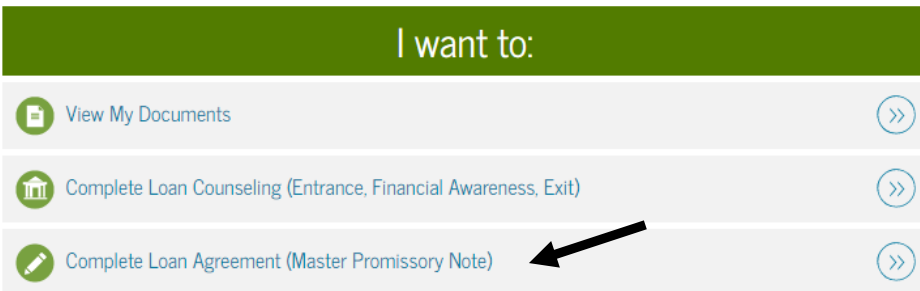
- ii. **Endorser.** The Endorser (co-signer) must visit fsaid.ed.gov and obtain their own FSA ID. Then they will sign in to www.studentloans.gov and click on “Complete an Endorser Addendum”. They will need your last name and either the Endorser Code or Award Identification Number (from PLUS Application).



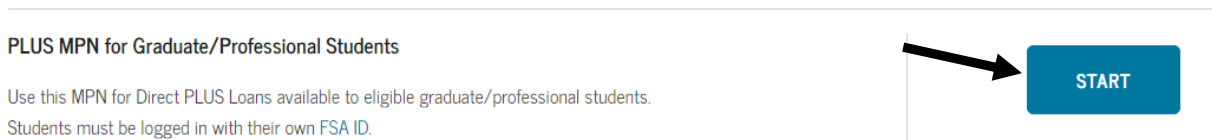
1. The student applicant will need to complete the Master Promissory Note. Go to Step 9.
Note: The Endorser does not need to complete the Master Promissory Note.

- iii. **Do Not Pursue.** The loan will remain as denied and no further action will be taken regarding it.
- iv. **Unsure.** The Office of Financial Aid will email you the above options and can discuss further the process. We will confirm with you what you would like to do and instruct you on further actions you need to take. When responding to our office, please include your first and last name and your Dominican ID number.

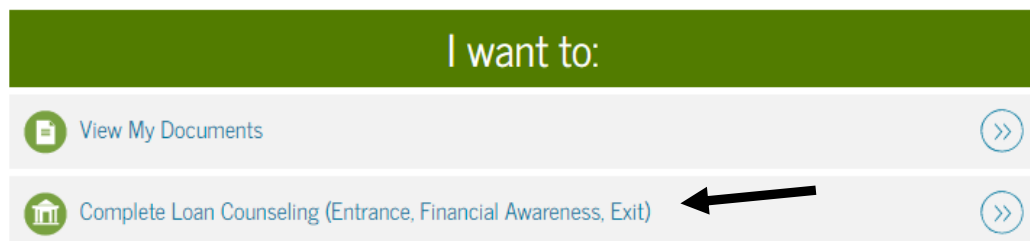
9. To complete the Master Promissory Note (MPN), click on “Complete Loan Agreement”



10. In the PLUS MPN for Graduate/Professional Students section, click on “Start”



11. You will then complete the 4 sections of the MPN
 - a. Borrower Information: Personal Information/Address, School to Notify
 - b. References: Contact information for your Employer (if any) and 2 people with different US addresses who have known you for at least 3 years.
 - c. Terms and Conditions
 - i. Make sure to review each section and check the box at the bottom that says “I have reviewed...”
 - d. Review and Sign
 - i. You will click “Sign” and then a box with your full MPN will come up for review. Once reviewed, click “Submit” at the bottom.
12. If you have successfully completed the MPN, you will be taken to a confirmation page.
 - a. First-time borrowers must complete Loan Entrance Counseling, Skip to Step 13.
 - b. Borrowers who have already completed Loan Entrance Counseling may Logout.
13. To complete Entrance Counseling (EC), click on “Complete Loan Counseling” on “My Home Page” (Return to the home screen: Menu > My Account > My Home Page)
NOTE: EC is only required for Graduate PLUS Loans if this is your first Graduate PLUS Loans.



14. Click “Start” in the Entrance Counseling box

Choose Loan Counseling Type

A counseling session will take 20-30 minutes to complete. You must complete the counseling in a single session. You cannot save a partially completed counseling session.

Counseling Type



Entrance Counseling (Required)

Entrance Counseling is required before you can receive your first Direct-Subsidized Loan, or Direct Unsubsidized Loan as an undergraduate, or your first Direct PLUS Loan as a graduate/professional student.

[Learn More](#)

START

15. In the Select Schools to Notify box, select “California” for School State and “Dominican University of California” for School Name. Once Dominican comes up, click “Notify This School”.

Select School to Notify

U.S. Schools/U.S. Territory Schools
 Non U.S. Schools

Choose a state:
CALIFORNIA

Search school by name:
dominican university

DOMINICAN UNIVERSITY OF CALIFORNIA

16. In the Select Student Type box, select “I am completing entrance counseling to receive Direct Loans as a graduate or professional student” then click “Continue”.

Select Student Type

- I am completing entrance counseling to receive Direct Loans as an undergraduate student.
- I am completing entrance counseling to receive Direct Loans as a graduate or professional student.

CONTINUE

17. You will then complete 5 interactive sections of Entrance Counseling. There are questions within the text on the page so make sure to answer them all or you won't be able to continue on to the next section.

- Understand Your Loans
- Manage Your Spending
- Plan to Repay
- Avoid Default
- Make Finances a Priority

SUBMIT COUNSELING

18. At the end of the Make Finances a Priority section, you will click on “Submit Counseling”

19. If you have successfully completed Entrance Counseling, the following screen will appear:

ENTRANCE COUNSELING SUMMARY

NAME, you have successfully completed Entrance Counseling!

20. Once you have completed both items, you can click on “Logout”