Instructions for Completing Parent Plus Loan Application

Please have the following items available before you begin (A FAFSA must be completed before you can apply):

1. Parent Information:
   a. Name
   b. Social Security number
   c. Birth Date
2. Parent PIN number (Same as FAFSA)
   a. If you do not have a Federal electronic PIN signature number, or you have forgotten your PIN, you may obtain one from the pin.ed.gov website. A new or retrieved PIN takes about 3 days to process.
3. Parent Employer Name and Address if applicable.
4. Loan Amount
   a. You may borrow a specific amount or designate the maximum amount for the Loan Period (See below).
      • Specific amounts should be increased to account for the 4.024% origination fee that is deducted from the loan proceeds.
      • The maximum PLUS loan amount will be calculated as total billable costs.
5. Loan Period
   a. What enrollment terms do you want to cover with this loan?
      • Fall and Spring - September through May
      • Fall only - September through December (one semester only)
      • Spring only - January through May (one semester only)
      • Summer - May through August (at least 6 credits)

Steps for Completing the Federal Direct PLUS Loan Application

1. Login to the https://studentloans.gov website using your Federal PIN information.
2. Select the “Request a Direct PLUS Loan” link.
3. Select the Parent PLUS link.
4. Complete the Parent Information Section
   Review your answers and CONTINUE to NEXT SECTION:
5. Select the Award Year
6. Complete the Student Information Section.
7. Select deferment, payment authorization and credit balance options.
8. Select Ramapo College as the school from the drop down list.
9. Enter the requested Loan Amount (billable cost and origination fee).
10. Select the Loan Period.
    Review your answers and CONTINUE to NEXT SECTION:
11. Verify all the information provided.
    Review your answers and CONTINUE to NEXT SECTION:
12. Review the Certifications– you must click on the “Click here to review” link prior to checking the boxes.
    Review your answers and CONTINUE to NEXT SECTION:
13. Please click on the “What you Need” Link and continue on to complete the Master Promissory Note (MPN)
    Instructions for completing the MPN are detailed on the back of this document.

You may prefer to discuss the loan amount with your Ramapo College Loan Counselor:
   • If your last name begins with the letters A-K please contact Janet Capolete by email at jcapolet@ramapo.edu, or by phone at 201-684-7551.
   • If your last name begins with the letters L-Z please contact Sussy Teijeiro by email at steijeir@ramapo.edu, or by phone at 201-684-7552.
Parent Plus Loan Master Promissory Note (MPN) Instructions

There is an 11 Step process to complete the MPN. Follow each step slowly and carefully. We estimate that it should take approximately 30 minutes to complete.

**Step 1** When you filed your FAFSA you were asked to create a PIN number. This same PIN will be used to complete you Master Promissory Note. If you do not have a PIN, please visit the U.S Department of Education’s Pin site to find out how to obtain one. ([www.pin.ed.gov](http://www.pin.ed.gov))

**Step 2** Log on to [www.studentloans.gov](http://www.studentloans.gov) and start the process. You will need to provide your Social Security number, first two characters of your last name, date of birth and pin number. You will be asked to read the information about using the electronic MPN and tell us if you agree to use an electronic MPN.

**Step 3** You will be asked to provide your full legal name, the student’s full legal name, the student’s social security number, the student’s date of birth, and school information. You will be able to review and modify this if necessary before it is added to your electronic MPN.

**Step 4** You will be asked to read a “Borrower’s Rights and Responsibilities Statement”. Before you can proceed any further, you need to confirm that you have read it and understand the information provided to you. We suggest that you print out a copy and read it in its entirety.

**Step 5** You will then be asked to then read an addendum which provides important information about the loan. Before you can continue with electronic MPN you **MUST CONFIRM** that you have read the Addendum.

**Step 6** You now must provide the necessary information to complete the Master Promissory Note. This includes the following:

1. Your permanent address
2. Driver’s License number and state
3. E-mail address
4. Telephone number
5. Two personal references who have known you at least three years. (These are not credit references)

**Step 7** You will be now asked to review a draft version of the MPN that will include the information you provided. You must confirm that you have read the draft.

**Step 8** You will be asked to review the “Promise to Pay” section and then electronically sign the MPN by typing in your full name. Follow the instructions carefully and if you feel the need to cancel, you may do so at this time.

**Step 9** You will now be able to view the signed Mater Promissory Note. Please check it carefully before you go on to the next step. Once again you must confirm that you have read it before you go on to the next step.

**Step 10** This will be your last chance to modify or cancel your Master Promissory Note. If you agree to the terms and conditions of the MPN, you should click submit and it will be sent directly to the U.S Department of Education.

**Step 11** Your Master Promissory Note is now complete! Ramapo will be notified that you have signed your Master Promissory Note. Please follow the instructions to print out your copy.

1. Clear your web browsers to remove your personal information from this computer. This is especially important if this computer does not belong to you or if you share it with others.
2. Print and Save a copy of your MPN for your records. You may also return at a later date to retrieve and print your MPN by using the “Retrieve MPN: link from the MPN home page.

We hope you find these instructions to be helpful in filling out your Plus Loan Master Promissory Note. If you have any problems or concerns, please do not hesitate to call the Office of Financial Aid at (201) 684-7549.