UNCG Financial Aid Office
P.O. Box 26170 ▪ Greensboro, NC 27402– 6170 ▪ *Federal School Code:* 002976
Telephone: 336-334-5702 ▪ *Fax:* 336-334-3010 ▪ finaid@uncg.edu ▪ http://fia.uncg.edu/

2016–2017 FEDERAL DIRECT GRADUATE PLUS LOAN APPLICATION INSTRUCTIONS

Federal Direct Graduate PLUS loans are available to graduate students who have borrowed up to their annual ($20,500) or aggregate ($138,500) limits under the Federal Student Loan program. In order to obtain a Federal Direct Graduate PLUS loan, the student must complete the Free Application for Federal Student Aid (FAFSA) and apply for all federal student loan eligibility.

Completing the Online Application:

Apply for a Federal Direct PLUS Loan at **www.studentloans.gov**. If you have problems with the online PLUS application process you can contact Direct Loan Applicant Services at 1-800-557-7394 for assistance.

1. Sign in with your FSA ID Username and Password.
2. Click on **Apply for a PLUS Loan**
3. Under **Select the loan type** click on **Direct PLUS Loan Request for Graduate/Professional Student Borrowers.**

   Read and complete all sections in each step.

   Step 1. School & Loan Information

   - Select Award Year (2016-2017)
   - Complete School and Loan Information Section
     Note: *If you do not know the amount you want to borrow, save the application and contact UNCG Financial Aid Office at* 336-334-5702 *to help determine an amount. UNCG cannot process a loan without a definitive loan amount.*
   - Select Loan Period for Loan

     08/2016-05/2017 = Full Academic Year loan
     08/2016-12/2016 = Fall 2016 only loan
     01/2017-05/2017 = Spring 2017 only loan
     05/2017-07/2017 = Summer 2017 only loan

   Step 2. Borrower Information
   Complete all sections of Borrower Information.

   Step 3. Review Request
   Review all information under School and Loan Information and Borrower Information. Click Edit to update any information.

   Step 4: Credit Check & Submit
   Review and check consent for credit check and certification of information.

   If the PLUS loan is credit approved, it will be added to your financial aid award once UNCG receives the application.

   If the PLUS loan is credit denied, you may choose to proceed by selecting one of the following credit actions. The PLUS loan will then be processed based on the chosen credit action.

   - Obtain an endorser. An endorser is someone who does not have an adverse credit history and agrees to repay the loan if the borrower becomes delinquent in making payments or defaults on the loan.
   - Provide documentation of extenuating circumstances to appeal the credit decision.
   - Will not pursue a Direct PLUS Loan.
   - Undecided. ***Note:*** *UNCG cannot process a loan with an Undecided credit action. Any applications that UNCG receives with an Undecided credit action will not be processed and the submission of a new application will be required.*

Once the PLUS application is submitted, an electronic confirmation will be transmitted to UNCG's Financial Aid Office. Please be aware that it may take 24 to 48 hours for UNCG to receive your submitted application.

A separate Graduate PLUS Master Promissory Note must be completed for all students borrowing a Federal Direct Graduate PLUS loan. The Graduate PLUS MPN needs to be completed if you have never signed a Direct PLUS Loan MPN, if you signed an MPN more than one year ago but no loan disbursed, you signed an MPN more than 10 years ago or you obtained an endorser due to adverse credit history. The Graduate PLUS MPN can be completed at www.studentloans.gov.

First time Graduate PLUS borrowers are also required to complete an Entrance Counseling. Entrance Counseling can be completed at www.studentloans.gov.