



FEDERAL DIRECT PLUS LOAN PROGRAM

Online PLUS Loan Application Instructions

#1 - KNOW YOUR PIN - Your Department of Education Personal Identification Number (PIN) allows you to electronically sign in to www.studentloans.gov to “Request a PLUS loan,” and to sign your Plus Master Promissory Note (eMPN), and access other U.S. Department of Education records. If you do not know your PIN, visit the PIN website at www.pin.ed.gov and “Request a Duplicate PIN.”

#2 – Request PLUS Loan – The Parent must sign in under “Manage My Direct Loan” at www.studentloans.gov with the parent’s personal information. Once logged in, you will choose “Request PLUS Loan” on the left side and follow the step by step instructions to submit a PLUS loan application. You will be notified instantly of the credit decision and this information is sent to the school usually within 24 hours.

#3 - ELECTRONICALLY SIGN YOUR MPN – Once approved you will need to submit the electronic Master Promissory Note. Sign in under “Manage My Direct Loan” at www.studentloans.gov. Once logged in, you will choose “Complete MPN” and follow the step by step instructions to sign and submit the Parent PLUS loan MPN electronically.

For quick links to each step or for additional information visit the Student Financial Aid website www.eiu.edu/~finaid

Office of Financial Aid
Eastern Illinois University
600 Lincoln Ave.
Charleston, IL 61920
Email: finaid@www.eiu.edu
Telephone (217) 581-3711, fax (217) 581-6422

FREQUENTLY ASKED QUESTIONS

1. What is the Electronic Master Promissory Note (eMPN)?

The eMPN is a promissory note that can be used to borrow one or more Federal Direct PLUS Loans for one or more academic years. You will receive a Disclosure Statement from the Department of Education for every loan assigned to your eMPN.

2. What is the PIN?

The PIN issued by the Department of Education, allows you to electronically sign the eMPN, file the FAFSA, and access other Department of Education records. If you do not know your PIN, visit the PIN website at www.pin.ed.gov.

3. What if I signed the MPN in a previous school year?

If the MPN you signed in a previous year is still valid at the Department of Education, you do not have to sign another one. If you never received the loan funds, the previous MPN is no longer valid.

4. What if I signed the MPN at a previous school?

If you signed the MPN at a previous Direct Loan school, you are not required to sign another MPN unless that note is no longer valid at the Department of Education. To inquire about your MPN status, call Federal Direct Loans at 1-800-848-0979.

5. What if I acquired an endorser for the previous year?

If you supplied an endorser last year for a PLUS loan, you will need to sign a new MPN this year. Promissory notes for loans with an endorser are only valid for a single year.

6. What if I have 2 students for which I am borrowing?

If you are borrowing for more than one student, you will have to sign a separate MPN for each student.

7. When can I sign the eMPN?

If you know your PIN, you are ready to sign the eMPN. Follow the Electronic Signatures instructions.

8. What if I do not sign my eMPN?

Your loan will not disburse to your student's account and your loan will be cancelled.

9. What if I do not have access to the Web to electronically sign the eMPN?

You must contact the Office of Financial Aid to request the paper MPN to be mailed to you. Paper MPN mailings may take 10-14 business days for you to receive and will be sent to the parent's address provided on the loan application.

10. When will Financial Aid receive notification from the Department of Education regarding my eMPN status?

The Financial Aid Office will not be able to give you the status of your MPN until after your loan request has been electronically submitted to the Department of Education. Financial Aid will begin to receive notifications beginning approximately July 1.

11. When will my loan funds be credited to my student's account?

Loan funds will be credited to your student's account if you have met all the compliance requirements. The first disbursement for Fall occurs after the first day of classes.