PARENT PLUS DIRECT LOAN APPLICATION PROCESS  

Step 1  
Log in at [www.studentloans.gov](http://www.studentloans.gov)  
- Please use the parent pin number used to sign the FAFSA.  
- If you need FAFSA pin number, [www.pin.ed.gov](http://www.pin.ed.gov)

Step 2  
Select “Request PLUS loan”  
- Click Parent PLUS  
- Personal Information Section  
- Student & Loan Information Section  
- Review Application Section  
- Credit Check & Submit Section

Step 3  
If decision is “Declined” then student can complete a “Loan Change Request” form for additional loan funds. No further action by the parent.  

If decision is “Accepted” proceed by selecting “Complete MPN”  
- Click Parent PLUS  
- Personal, Student, and School Information Section  
- Personal References Section  
- Terms and Conditions Section  
- Review and Sign Section  
- The customer assistance number is [800-557-7394](tel:800-557-7394) if you have any problems with the Master Promissory Note process.

Step 4  
After completing the MPN please submit the Parent PLUS Direct Loan Funds Request Form, [http://sharepoint.swau.edu](http://sharepoint.swau.edu), and send to Southwestern Adventist University by mail or fax (817-202-6751).