



**VALDOSTA STATE UNIVERSITY  
OFFICE of FINANCIAL AID**

**FEDERAL DIRECT PLUS LOAN AUTHORIZATION FORM**

870 \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Student ID#                      Student Name – Last, First MI                      Student DOB

\*A student must be enrolled a minimum of 6 semester hours to be eligible for federal loans

Dear Parent(s) of a VSU student:

Due to limitations in the amount of aid available through other federal and state financial aid programs, we are offering your student a Parent PLUS Loan. This is a loan that a parent applies for in order to cover educational expenses not covered by other programs. Please see the enclosed Federal Direct Loan Information Sheet, or visit our website at [www.valdosta.edu/financialaid](http://www.valdosta.edu/financialaid) for information pertaining to federal loan programs.

You can apply for all or a portion of the Federal Direct Parent PLUS Loan offered on-line or by using a printable Parent PLUS Loan Application Form from our website. Further instructions for applying can be found on the reverse of this form.

In order for the Office of Financial Aid to appropriately process and distribute funds from a Federal Direct Parent PLUS Loan, you must authorize us to use these funds, on your student’s behalf, to pay educational expenses incurred at Valdosta State University and provide funds to the student to pay other educational expenses.

Please complete and return this form to the Office of Financial Aid, Valdosta State University, Valdosta, GA 31698 as soon as possible. If you have any questions, please feel free to call us at 229-333-5935.

\*Note: Additional items, including an application for the Parent PLUS Loans and a Master Promissory Note must be submitted before any funds are available from this loan.

---

By signing below, I give Valdosta State University authorization to pay any outstanding VSU charges for the student listed above with proceeds from my Parent PLUS Loan. Once all VSU charges are paid, the remaining balance may be provided to my student for other off-campus educational expenses including housing, meals, transportation, personal expenses or books.

---

Parent PLUS Borrower’s Name	Date of Birth	Signature
Please return to: Office of Financial Aid		Phone: 229-333-5935
Valdosta State University		Fax: 229-333-5430
Valdosta, GA 31698		

**To apply on-line visit the Federal Student Aid website at [www.studentloans.gov](http://www.studentloans.gov).**

Select the “Sign In” button and enter your person identify information and PIN number. Next select “Request a Direct PLUS Loan” and then “Parent PLUS”. There is a four step process to complete the application requiring you:

- 1) Enter information about Yourself
- 2) Enter information about the Student and the Loan you are requesting
- 3) Review the information you entered
- 4) Complete a Credit Check and Submit the Loan

**To complete a Direct PLUS Loan Request, you will need:**

Your Federal Student Aid PIN

- Parents must sign in using their own Federal Student Aid PIN to complete Direct PLUS Loan Request. If you do not have a Federal Student Aid PIN, visit [www.pin.ed.gov](http://www.pin.ed.gov).

Personal Information

- Permanent Address
- Mailing Address (if different from permanent address)
- Telephone Number
- Email Address
- Alien Registration Number (if you are an eligible non-citizen)

Employer Information

- Employer Name
- Employer Address

Student Information

- Student first name, middle initial and last name
- Student social security number
- Student date of birth
- Student address
- Student telephone number

Once you complete the PLUS Loan Request, you should complete the PLUS Loan Master Promissory Note (MPN) at the same website. You should be asked to complete the MPN process once the PLUS Loan Request is Complete, but, you can initiate this process any time by selecting the Master Promissory Note from the list of items in the left hand column.

Once these items are complete, the information will be sent electronically to the school that you listed on the loan within two business days.

You can also submit a paper Parent PLUS Loan Request form found at our web site at [www.valdosta.edu/financialaid/FormsMenu.shtml](http://www.valdosta.edu/financialaid/FormsMenu.shtml). You must print complete and return the request to the Office of Financial Aid at the address indicated on the form or by fax, along with a copy of a photo ID for verification of the identity of the borrower.