



COMMONWEALTH UNIVERSITY

Federal Direct GradPLUS Loan Application Process

What is a Federal Direct GradPLUS Loan?

- A loan made through the federal government in the student's name.
- Credit worthiness is required.
- Low, fixed interest rates.
- Multiple repayment options.
- [Get more information.](#)

Who may apply for a Federal Direct GradPLUS Loan?

- Graduate & doctoral level students.
- Must be enrolled in a degree level program at least half-time.
- Must meet [eligibility](#) requirements.
- Prior to applying for this loan, you must first have exhausted your Federal Direct Student Loan eligibility.

When should you apply for a Federal Direct GradPLUS Loan?

Please use the following as to when you should apply for the loan. Dates may vary based on federal system availability. The credit check is only valid for 180 days. Applying too early may require the student borrower to recomplete the application process if credit expires before disbursement of the loan can be made.

2023-2024 Academic Year (Summer 2023, Fall 2023, Spring 2024)

- Loan Term Beginning Summer 2023 - Apply on or after April 3, 2023
- Loan Term Beginning Fall 2023 - Apply on or after April 3, 2023
- Loan Term Beginning Spring 2024 - Apply on or after November 1, 2023

2024-2025 Academic Year (Summer 2024, Fall 2024, Spring 2025)

- Loan Term Beginning Summer 2024 - Apply on or after April 1, 2024
- Loan Term Beginning Fall 2024 - Apply on or after April 1, 2024
- Loan Term Beginning Spring 2025 - Apply on or after November 1, 2024

Federal Direct GradPLUS Loan applications must be certified by the Office of Financial Aid by the last day of the semester. Therefore the student borrower must complete all steps at least one day prior to the end of the semester.

How do I apply for a Federal Direct GradPLUS Loan?

PLEASE READ ALL INSTRUCTIONS. It is important that you complete all steps to ensure that your loan application is properly processed. Failure to do so will delay the certification of your loan. **This process must be completed by the student borrower, not by the parent.**

STEP 1 - Complete GradPLUS Loan Entrance Counseling

Federal regulation requires students to complete an entrance counseling session prior to the release of the first disbursement of their first Federal Direct GradPLUS Loan. All students must complete counseling regardless if they previously completed counseling for a Federal Direct Student Loans.

- Visit studentaid.gov.
- Under "Loans and Grants" select *Loan Entrance Counseling*.
- Under "Select Your Student Status to Begin" select *I am a Graduate or Professional Student*.
- Log in to start using the student's FSA ID number, not parent's.
- Complete requested information and follow instructions given.
- For technical or site related issues or have questions, please call Applicant Services at 800-557-7394.

STEP 2 - Determine Credit Eligibility for Loan

- Visit studentaid.gov.
- Under "Loans and Grants" select *PLUS Loans: Grad PLUS and Parent PLUS*.
- Select "Learn More" next to *I am a Graduate or Professional Student*.
- Log in to start using the student borrower's FSA ID number, not the parent's.
- Complete requested information and follow instructions given. Below is clarification on certain items requested.
 - Select an Award Year - Make certain you select the correct Award Year or the loan will not be processed.
 - Award Year 2023-2024 (Summer 2023, Fall 2023, Spring 2024)
 - Award Year 2024-2025 (Summer 2024, Fall 2024, Spring 2025)
 - School Information – select the campus student is attending
 - Commonwealth University - Bloomsburg: 003315
 - Commonwealth University - Lock Haven: 003323
 - Commonwealth University - Mansfield: 003324
 - Loan Amount Requested - When prompted indicate the amount you wish to have processed for the award range. Amount requested will be split between semester(s) indicated in the award range. Please indicate whole dollars, no cents. If you want the maximum, you may indicate maximum. **An origination fee of 4.228% of the borrowed amount will be deducted by the federal processor when the loan is disbursed. Estimate this amount in your amount requested. For example, a \$5,000 loan will have an approximate net disbursement of \$4,789.**
 - **Special Note on Loan Amount Changes:** If you are trying to increase an existing loan for the award year, select the option "New Application" when asked for Application Submission Reason not "Loan Amount Increase". Enter only the additional amount required. If you are trying to reduce/cancel an existing loan for the award year, please see how to [reduce/cancel](#) the loan.
 - Loan Period - When prompted select the appropriate dates you wish to have this loan processed for. You may apply for one semester at a time or multiple semesters in an academic year.
- The credit decision will be provided at the end of the process. If the credit is approved, proceed to **STEP 3 - Submit GradPLUS Master Promissory Note (MPN)**. If credit is denied, the student may appeal or apply with an endorser. For more instruction on how to do this, please contact Applicant Services 800-557-7394.

STEP 3 - Submit GradPLUS Master Promissory Note (MPN)

The GradPLUS Master Promissory Note (MPN) is a legal document that holds the student borrower responsible for repayment of current and future loans. The MPN is valid for 10 years and does not require you to complete another MPN for subsequent borrowing unless the original MPN was approved with an endorser. If an endorser is required, future borrowing will require that a new MPN be submitted.

- Visit studentaid.gov.
- Under "Loans and Grants" select *Master Promissory Note (MPN)*.
- Under "Choose the Direct Loan MPN you want to preview or complete" select *I'm a Graduate/Professional Student*. (Note: Once logged in you will need to select the PLUS MPN.)
- Log in to start using the student borrower's FSA ID number, not the parent's.
- Complete requested information and follow instructions given.
- For technical issues or have questions, please call Applicant Services at 800-557-7394.

STEP 4 - What Happens Next?

- Our office will certify your loan once all required items have been received (i.e. completed FAFSA, verification of at least half-time enrollment in an eligible program, and [satisfactory progress](#) earned).
- In order for the loan to be disbursed, the student borrower must complete all required steps above before the last day of enrollment for the term in which the loan is processed. The student must be enrolled at least half-time at the time of disbursement.
- Get more information on how to [reduce/cancel](#) the loan.