



# Instructions for Completing Federal PLUS Loan Information and School Certification

*Items 1 and 2 may be prefilled or completed by the school.*

**Item 1:** Enter the code for your institution. This code is provided by the U.S. Department of Education.

**Item 2:** Enter your school name, address, and telephone number, including area code, of a school official who can answer questions about this certification.

*Items 3-14 may be completed by the parent borrower, school, or lender. If the parent is completing this section and any information has been prefilled by the school or lender, the parent should review it for correctness. If any part of the prefilled information is incorrect, cross out the incorrect information and print the correct information.*

**Item 3:** Enter the borrower's last name, then first name and middle initial.

**Item 4:** Enter the borrower's nine-digit Social Security Number. This loan cannot be processed without the borrower's Social Security Number.

**Item 5:** Enter the borrower's permanent home street address, apartment number, city, state and zip code. If the borrower has a Post Office Box and a street address, list both.

**Item 6:** Enter the area code and telephone number for the address listed in Item 5. If the borrower does not have a telephone, enter N/A.

**Item 7:** Enter the month, day and four-digit year of the borrower's birth. Use only numbers. Be careful not to enter the current year.

**Item 8:** Enter the name and address of the lender from which the borrower wishes to borrow this loan.

**Note to Parent:** *If you do not have a lender for this loan, contact the school's financial aid office, a bank or other financial institution, or the guarantor or program listed on this form for information on lenders willing to make Federal PLUS Loans.*

**Item 9:** Enter the lender code, if known. Otherwise, leave this item blank.

**Item 10:** Enter the maximum total amount the borrower wishes to borrow under the PLUS Loan Program for the dependent student listed in Item 12 for the loan period listed in Item 11.

**Note to Parent:** *Apply only for what you will need to pay your dependent's educational costs this year, keeping in mind your ability to repay your loan(s). You may borrow up to the student's estimated cost of education at the school the student will attend minus any estimated financial assistance the student has or will be awarded during the period of enrollment.*

**Item 11:** Enter the beginning and ending dates (month/year) of the academic period for which this loan is to be used (for example, 9/2003 to 6/2004). These dates must not be more than 12 months apart.

**Item 12:** Enter the last name, then first name and middle initial of the student for whom the parent is borrowing.

**Item 13:** Enter the student's nine-digit Social Security Number. This loan cannot be processed without the student's Social Security Number.

**Item 14:** Enter the month, day, and four-digit year of the student's birth. Use only numbers. Be careful not to enter the current year.

**Items 15-22 are to be completed only by the school. This information is to be certified by a financial aid administrator or other school official authorized to certify financial aid forms. If certification information is transmitted electronically, the School Certification form does not have to be submitted.**

**Item 15:** Indicate whether the student is (or plans to be) enrolled at least half time or full time. Parents of students enrolled (or planning to enroll) less than half time are not eligible for a Federal PLUS Loan.

**Item 16:** Enter the date the student is expected to complete the program at your institution. Use numbers in a month/day/year format; for example, 6/9/2004. If you are unsure of the actual completion date in the future, enter the last day of the month.

**Item 17:** Enter the dates covered by the student's cost of attendance. These dates must coincide with actual term starting and ending dates. At a school without academic terms, these dates must coincide with the student's program of study if that is less than an academic year in length, or the academic year. Use numbers in a month/day/year format.

**Item 18:** Enter the grade level of the student. Select the proper grade level indicator using the standard grade level codes provided:

1. Freshman/First Year (including proprietary institution programs that are less than one year in duration)
2. Sophomore/Second Year
3. Junior/Third Year
4. Senior/Fourth Year
5. Fifth Year/Other Undergraduate (including sixth year undergraduate and continuing education students)

**Item 19:** Enter the maximum amount of PLUS Loan the borrower is eligible to receive for the academic period covered in Item 17. This amount cannot exceed the student's Cost of Attendance minus Other Financial Aid.

**Item 20:** Enter the disbursement dates for this loan as determined in accordance with the Act. Use numbers in a month/day/year format.

**Item 21:** Your signature acknowledges that you have read and agree to the provisions in the School Certification. You must sign the Certification and print your name and title.

**Item 22:** Enter the date of Certification. Use numbers in a month/day/year format.