

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 school. This code is provided by the U.S. Department of Education for the Federal Family Education Loan Program.

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

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

If the borrower is the parent of a dependent undergraduate student borrowing for the student's education, all references to "student" mean the dependent undergraduate student named in Item 12. Enter dates as month-day-year (mm-dd-yyyy). Use only numbers. Example: June 24, 1982 = 06-24-1982.

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

Item 4: Enter or correct the borrower's Social Security Number. This loan cannot be processed without the borrower's Social Security Number.

Item 5: Enter the borrower's permanent address (number, street, apartment number) or rural route number and box number, then city, state, and zip code. If the borrower's mailing address is a post office box or general delivery, list both the mailing address and the street address or rural route number and box number.

Item 6: Enter the borrower's area code and telephone number. If the borrower does not have a telephone, enter N/A.

Item 7: Enter the date of the borrower's birth. Be careful not to enter the current year.

Item 8: Enter the borrower's e-mail address.

Item 9: Enter the borrower's lender selection (name, identification number, city, and state), if known.

Note to Borrower: *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 10: Enter the maximum Federal PLUS Loan amount the borrower wishes to borrow for himself/herself or for the dependent undergraduate student listed in Item 12 for the loan period listed in Item 11.

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

Item 11: Enter the beginning and ending dates of the academic period for which this loan is to be used.

Item 12: If the borrower is the parent of a dependent undergraduate student, enter the student's last name, first name, and middle initial.

Item 13: If the borrower is the parent of a dependent undergraduate student, enter the student's nine-digit Social Security Number. This loan cannot be processed without the student's Social Security Number.

Item 14: If the borrower is the parent of a dependent undergraduate student, enter the date of the student's birth. 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 graduate or professional student borrower or the dependent undergraduate student is (or plans to be) enrolled at least half time or full time. A graduate or professional student borrower who is enrolled (or planning to enroll) less than half time, or the parent of a dependent undergraduate student who is enrolled (or planning to enroll) less than half time, is not eligible for a Federal PLUS Loan.

Item 16: Enter the date the student is expected to complete the program at your school. 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 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.

Item 18: Enter the grade level of the graduate or professional student borrower or the dependent undergraduate student. Select the proper grade level indicator using the standard grade level codes provided:

Code Grade Level

- | | |
|---|---|
| 1 | Freshman/First-Year (including proprietary school 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) |
| A | First-Year Graduate or Professional |
| B | Second-Year Graduate or Professional |
| C | Third-Year Graduate or Professional |
| D | Beyond Third-Year Graduate or Professional |

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 cost of attendance minus other financial aid.

Item 20: Enter the disbursement dates for this loan as determined in accordance with the Act.

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.

Paperwork Reduction Notice

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a currently valid OMB control number. The valid OMB control number for this information collection is 1845-0069. The time required to complete this information is estimated to average 0.15 hours (9 minutes) per response, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:**

U.S. Department of Education
Washington, DC 20202-4537