



WEST LIBERTY UNIVERSITY

Office of Financial Aid
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Graduate PLUS Loan Borrowers

Getting Started:

- ✓ The student will need their Department of Education FSA ID to complete the following items. This is the same FSA ID used to complete and sign the FAFSA. If you do not have an FSA ID you may apply for one at fsaid.ed.gov.
- ✓ Gather important information you will need to complete the PLUS application and MPN.
 - SSN, FSA ID and Employer information
 - Information for two References
 - Name, Address, Phone Number

Graduate PLUS Loan Application

This is a student application for a Federal loan program to help finance their educational expenses. The student must have a FAFSA on file to apply. The Grad PLUS application does require a credit check, run by the Department of Education. If approved, the loan amount is determined either by the student's request or by the eligibility remaining towards the student's cost of attendance.

First, visit <https://studentaid.gov> and click the white "Log In" button.

- ✓ Sign in using the student information requested.

Welcome to the landing page, where you will click the header "Apply for Aid."

Find "Applying for a PLUS Loan" towards the bottom of the page, on the right side.

- ✓ Select the link "Apply for a Grad PLUS Loan."
- ✓ Select the blue "START" box next to Apply for a PLUS Loan.

Step One: Loan Information

- ✓ The student will select an award year, authorize the school's use of funds, add West Liberty University as the school, request a loan amount, and specify the loan period.

Step Two: Borrower Information

- ✓ Enter the student borrower demographic information and their employer's information.

Step Three: Review

- ✓ Be sure to review all information for accuracy, then click "Continue."

Step Four: Credit Check and Submit

- ✓ The student borrower will review important notices and certify the information provided is correct and authorize a credit check.
- ✓ Review the credit check results, options available based on credit decision and next steps.

Your results will be electronically submitted to West Liberty University. You can log back in at any time to view the information on this page. Please allow 72 hours for WLU to process your application. If you have questions, please contact our office.

Grad PLUS Master Promissory Note

The Master Promissory Note is your agreement to repay your loan. It is required for all first-time Grad PLUS borrowers. Please allow approximately 15 minutes to complete the session.

First, visit <https://studentaid.gov> and click the white "Log In" button.

- ✓ Sign in using the student information requested. Note that the sign-in information must match the information assigned to the student FSA ID.

Welcome to the landing page, where you will click the header "Complete Aid Process."

Find "Step 04, Sign Loan Agreement" in the middle of the page.

- ✓ Select the link "Complete Master Promissory Note (MPN)."
- ✓ Select the blue "Select MPN Type" box next to I'm a Graduate/Professional Student, the 2nd option listed.
- ✓ Select the "Start" box next to MPN for Direct PLUS Loans.

Step One: Information

- ✓ Fill in the requested fields about yourself. Remember, the information must match what is assigned to your FSA ID. You will also be required to provide employer information, if applicable, and select West Liberty University as the school.

Step Two: References

- ✓ Enter information for two loan references and click "Continue."

Step Three: Agreements

- ✓ Take your time to read through all sections of the loan terms and conditions, click "Continue."

Step Four: Review and Edit

- ✓ Be sure to review all personal and reference information for accuracy and click "Continue."

Step Five: Sign and Submit

- ✓ Type your name to "sign." It should match your FSA ID Application, then click "Continue" to officially sign and submit.

To Complete:

- ✓ After clicking "Submit," your confirmation page appears. Your results will be electronically submitted to West Liberty University. You can log back in at any time to view the information on this page. Please allow 72 hours for WLU to process your MPN. If you have questions, please contact our office.