



## **PLUS Loan Electronic Application Instructions**

### **First Step: Use any computer with the following:**

1. Internet access
2. Adobe Acrobat Reader Version 4.05 or greater
3. Browser: Netscape 4.76 or greater or MS Internet Explorer 5.0 or greater
4. A printer

### **Second Step: Apply for your loan:**

1. Log onto Biola University's financial aid loan page at the web address below:

[http://www.biola.edu/undergrad/financial\\_aid/loans.cfm](http://www.biola.edu/undergrad/financial_aid/loans.cfm)

2. Scroll down to the Federal PLUS Loan box and click on "Visit the FastPlus MPN Website."
3. Click on the grey arrow "Start Your MPN."
4. Obtain a Department of Education PIN (for electronic signature).
5. Click "Next."
6. Follow the instructions. Be sure to put a dollar amount in "Loan Amount Requested." This amount should be the loan amount requested for the FULL YEAR. Your PLUS loan must be divided into two disbursements.
7. Follow the instructions to electronically sign the PLUS MPN

**OR**

Print the MPN, add signatures and signature dates, and mail the original copy to Great Lakes at the following address:

GLHEC-Loan Processing  
PO Box 64080  
St. Paul, MN 55164

8. Once your application is complete and your credit is approved, Biola will be notified electronically that it is ready to be certified.

### **\*\*\*\*\**Due to a Change in Federal Regulations:*\*\*\*\*\***

1. 1<sup>st</sup> disbursements of all freshmen loans must come at least 30 days after the first day of class.
2. All loans must be divided into a minimum of two disbursements. The second disbursement can come no sooner than half-way through the loan period (this includes students enrolled for only one semester).

