



Office of Student Financial Aid • 121 Alfred B. Rollins, Jr. Hall • Norfolk, VA 23529-0052 • Phone 757-683-3683 • Fax 757-683-5920

To the Parent of: \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
Aid Year: \_\_\_\_\_
University I.D.# (UIN): \_\_\_\_\_
Date: \_\_\_\_\_

Dear Parent:

We have received your request for a Federal Direct PLUS Loan (for Parent borrowers). In order to process your request, the data sheet provided below must be completed and signed. Please complete all applicable items listed and return the form to the financial aid office, or fax to the number listed above.

NOTE: ONLY THE PARENT WHOSE INFORMATION APPEARS ON THE FAFSA IS ELIGIBLE TO COMPLETE THE PLUS DATA SHEET. IF THE NON-CUSTODIAL PARENT IS THE BORROWER, IN ADDITION TO COMPLETING THE PLUS DATA SHEET, A COPY OF THE STUDENT'S BIRTH CERTIFICATE OR A NOTARIZED STATEMENT CONFIRMING PARENTAGE MUST ALSO BE ATTACHED TO THE PLUS DATA SHEET. PLEASE CONTACT YOUR FINANCIAL AID COUNSELOR IF YOU HAVE QUESTIONS.

PLEASE BASE YOUR LOAN REQUEST ON FUNDS NEEDED FOR THE ACADEMIC AID YEAR. Please note that a 2.5% loan origination fee will be deducted from the requested loan amount.

If this parent PLUS loan is approved, you will be notified by postcard mailing that a parental PLUS Electronic Master Promissory Note (EMPN) will need to be completed at dlenote.ed.gov.

Thank you for your cooperation,

Office of Student Financial Aid
Student Loans Department

Parent PLUS Data Sheet

Social Security No: \_\_\_\_\_ Driver's License No: \_\_\_\_\_
Last Name: \_\_\_\_\_ State: \_\_\_\_\_
First Name: \_\_\_\_\_ Local Address: \_\_\_\_\_
Address: \_\_\_\_\_ Local City: \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
State: \_\_\_\_\_ Zip: \_\_\_\_\_ Are you in Default on a Federal Loan? \_\_\_\_\_
Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ (N= Not in Default Y= In Default)
Phone No: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Please provide your son's or daughter's social
U.S. Citizen: \_\_\_\_\_ security or UIN# \_\_\_\_\_
(Choose one: 1= US Citizen 2= Eligible Non-citizen 3= None) Requested Loan Amount: \$ \_\_\_\_\_
Parent/Legal guardian: Yes \_\_\_\_\_ No \_\_\_\_\_ Parent Signature: \_\_\_\_\_
Alien ID Number: A \_\_\_\_\_