



William D. Ford Federal Parent PLUS Loan Processing Form

Academic Year 2025–2026

Loan Eligibility

- Your loan amount is based on the school's Cost of Attendance (COA) minus your financial aid and scholarships (based on your 2025–2026 FAFSA).
- You can't borrow more than your COA or the annual loan limits.
- If you received loans from another college for 2025–2026, your loan limit here will be reduced.
- Important:
 - You must stay enrolled in at least 6 credits per semester to keep your loan.
 - If you drop below 6 credits, your loan will be canceled and you'll be responsible for any unpaid tuition.
- If your financial aid later causes you to go over your COA or loan limits, your loan may be reduced or canceled, which could leave you with a balance.

SECTION A: Student Information (You must complete this part)

Requirements for Students:

- Complete your 2025–2026 FAFSA at studentaid.gov.
- Be enrolled in at least 6 credits per semester.
- Be working toward a degree (matriculated).
- Meet Satisfactory Academic Progress (SAP) rules.
- Finish all financial aid "To-Do List" items in CUNYfirst.

Student Information:

Student's Last Name:	First Name:	Middle Initial:
CUNYFIRST ID#	Date of Birth: / /	
CityTech Email:	Expected Grad Date: / /	
Phone Number:		

Which semester are you requesting a loan for? (Summer 2025 __ Fall 2025 __ Spring 2026 __)

Student's Signature: _____ Date: _____

SECTION B: Parent Information (Parent must complete this part)

Requirements for Parents:

- Complete a Master Promissory Note (MPN) for the Parent PLUS Loan at studentaid.gov.
- If you want to borrow more later, a new Parent PLUS Loan application is required.

Parent Information:

Parent's Last Name	First Name:	Middle Initial:
Social Security Number: / /	CUNYFIRST ID#	Email:
Permanent Address:	Apt #	
City:	State:	Zip:
Telephone Number: ()	Date of Birth:	
U.S. Citizen: Yes: NO:	Alien Reg. Number:	
Driver's License Number:	License State:	Marital Status:
Are you presently in default of any educational loans?		

FOR OFFICE USE ONLY: NEW EMPL# _____

Loan Amount Requested (Parent): \$ _____

SECTION C: Parent Employment Information

Employer's Name:
Employer's Complete Address:
City: State: Zip Code:
Employer's Telephone Number:
How many years with the current Employer?

Parent Certification

By signing below, you confirm:

- You have read and understood all the information above.
- You are applying for a Federal Direct Parent PLUS Loan, which you must repay with interest.
- You allow the U.S. Department of Education to check your credit report to decide if you qualify.
- If denied due to credit history, you'll be notified (details are available at studentaid.gov).

Parent's Signature: _____ Date: _____

How to Submit

After you complete this form:

1. Upload it through your child's CUNYfirst account.
2. Follow the upload instructions here:

Upload Instructions (PDF): https://www.citytech.cuny.edu/financial-aid/docs/filenet_upload_instructions.pdf

- ☑ Make sure to select "Direct Loan" under Document Type!
- ☑ Allow up to 20 business days for processing.