



Graduate PLUS Loan Instructions

Preferred Lender Applications

- Go to <http://onestop.unf.edu> and choose “Apply for a Graduate PLUS Loan” from the Financial Aid link in the menu on the left.
- Select one of the preferred lenders and complete the Federal PLUS Loan Request Form.
- Go to www.nelnet.com, and click on “Grad” under the “Find a Loan” section. Then Click on the “Ready to Apply?” link under PLUS Loans for Graduate & Professional Students.
- Fill out the Nelnet Online PLUS Loan Application.
- These two forms will be used together to notify UNF of your application, and to post the loan to the student’s Financial Aid award.
- Nelnet will let you know if you have been approved or declined.
 - *If approved*, the student will sign a Promissory Note at www.nelnet.com
 - *If denied*, the student will receive a denial letter from Nelnet.
 - If UNF is not notified of the denial the award will remain on the student account, but will **not** pay.

Other Lender Applications (not on the preferred list)

- Contact your desired lender to find out how to apply.
- Complete the lender’s loan application process (includes signing of a Promissory Note).
- You must notify UNF One Stop Student Services of your application by completing a UNF Grad PLUS Loan Request Form, available in One Stop or online at <http://onestop.unf.edu>.
 - You will be required to provide the lender name, lender ID, mailing address and/or fax number, as well as the loan amount.
 - *If denied*, the student will receive a denial letter from the lender.
 - If UNF is not notified of the denial the award will remain on the student account, but will **not** pay.

If the student did not file a FAFSA

- Graduate students **must** file the FAFSA to be considered for Graduate PLUS loans.
- Loan requests or applications will not be processed and the loan will not pay if the student has not filed a FAFSA, or if UNF has not received the Student Aid Report from FAFSA.

ONE STOP STUDENT SERVICES
(904) 620-5555