

INSTRUCTIONS

ENDORSER ADDENDUM TO MASTER PROMISSORY NOTE FOR DIRECT PLUS LOANS

Form Approved
OMB No. 1845-0068
Exp. Date xx/xx/xxxx

FINAL FOR OMB APPROVAL 04/12/2016

GENERAL INSTRUCTIONS AND INFORMATION

Print using blue or black ink to complete the Endorser Information and Reference Information sections of this Addendum. Do not use pencil. Enter all dates as month-day-year (mm-dd-yyyy). Use only numbers. Example: January 31, 2017 = 01/31/2017.

Throughout the Endorser Addendum and the accompanying Borrower's Rights and Responsibilities Statement, the words "we," "us," "our" and "ED" refer to the U.S. Department of Education.

ENDORSER INFORMATION

Item 1. Enter your last name, then your first name and middle initial.

Item 2. Enter your nine-digit Social Security Number.

Item 3. Enter your date of birth.

Item 4. Enter your permanent address (number, street, apartment number, or rural route number and box number, then city, state, zip code). If your mailing address is a post office box or general delivery, you must list **both** your street address and your mailing address.

Item 5. Enter the area code and telephone number at which you can most easily be reached. (Do not list your work telephone number here.) If you do not have a telephone, enter N/A.

Item 6. Enter the two-letter state abbreviation for the state that issued your current driver's license, followed by your driver's license number. If you do not have a driver's license, enter N/A.

Item 7. Enter your preferred email address for receiving communications. You are not required to provide this information. If you do, we may use your email address to communicate with you. If you do not have an email address or do not wish to provide one, enter N/A.

Item 8. Place a check in the box that corresponds to your citizenship status. If you check box (2), enter your Alien Registration Number.

REFERENCE INFORMATION

Items 12 and 13. Enter the requested information for two adults with different U.S. addresses who do not live with you and who have known you for at least three years. Do not list the Direct PLUS Loan borrower or the student as references. Providing an email address for a reference is optional. If you provide an email address for a reference, we may use it to communicate with the reference. If a reference does not have a telephone number or email address, or does not wish to provide an email address, enter N/A.

BORROWER INFORMATION

This section will be completed by ED.

DEPENDENT UNDERGRADUATE STUDENT INFORMATION

This section will be completed by ED if the Direct PLUS Loan borrower is the parent of a dependent undergraduate student. If the Direct PLUS Loan borrower is a graduate or professional student, this section will be blank and you do not need to complete it. Information about the student will be in the Borrower Information Section.

ENDORSER'S PROMISE TO PAY

Top of Page 2: Enter your name and Social Security Number.

Items 24, 25, 26, 27, 28, 29 and 30. Read these items carefully.

Items 31 and 32. Sign your full legal name, in blue or black ink, and enter the date you signed this Addendum.

(1) "U.S. Citizen" includes citizens of the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Guam, and the Northern Mariana Islands. "National" includes not only all U.S. citizens, but also citizens of American Samoa and Swain's Island.

(2) "Permanent Resident" means someone who can provide documentation of this status from the U.S. Citizenship and Immigration Services (USCIS). "Other Eligible Non-Citizen" includes individuals who can provide documentation from the USCIS that they are in the United States for a purpose that is not temporary, with the intention of becoming a citizen or permanent resident. This category includes refugees, persons granted asylum, Cuban-Haitian entrants, temporary residents under the Immigration Reform and Control Act of 1986, and others.

NOTE: If your citizenship status is not one of the categories described above, you are not eligible to be an endorser.

Item 9. Enter your employer's name. If you are self-employed, enter the name of your business. If you are not employed, enter N/A.

Item 10. Enter your employer's address (street, city, state, zip code) or, if you are self-employed, the address of your business.

Item 11. Enter your work area code and telephone number. If you are self-employed, enter the area code and telephone number of your business.