

All 2025-2026 William D. Ford Federal Direct Loan Applications are available on the Student Forms Platform.

### **How To Request a Parent PLUS Application**

**Step 1:** Create or log into your existing account at <https://cuny-cty.studentforms.com/>

**Step 2:** Once you have successfully created your account, you will be able to self-initiate your loan request electronically.

**Step 3:** On the top right corner click the “Manage Request” button to view all the available loan application options.

Manage Requests

You can request to open an appeal or upload a specific document or close the request if you no longer wish to proceed. If you are unsure which award year to choose for a request, please confirm with your school.

Request Type	2024-2025	2025-2026
Direct Loan Cancellation		
Federal Direct Loan Status Change		
Grad Plus Loan		
Graduate PLUS Status Change		
Parent PLUS Loan		
Parent PLUS Status Change		

Close

The **ONLY** form (s) that you may request is from the **2025-2026** column shown above.

**Step 4:** Please refer to the Request Type column and click on the corresponding + button for the application that you would like to request.

**Step 5:** After you click the + button, please follow the instructions on the following window accordingly.

**Step 6:** Once your request has been successfully created, you must click the “ok” button.

The image displays two screenshots of a web application interface. The top screenshot shows a 'Needs Action' dashboard with a circular progress indicator showing '1 Task Left'. Below this, there is a table with two rows: 'Needs Action' with a value of '1' and 'Submitted' with a value of '0'. A success message box is visible, stating 'Your request has been successfully created!' with an 'Ok' button. The bottom screenshot is identical but includes a black rectangular box around the '1 Task Left' indicator and a large black arrow pointing from the text 'To gain access to your requested application, you must click on the corresponding box as shown here.' to the boxed indicator. The success message box in the bottom screenshot also has a black box around the 'Ok' button.

**Needs Action**

2024-2025 Federal Direct Loan Statu...

1 Task Left

Needs Action	1
Submitted	0

Success

Your request has been successfully created!

Ok

**Needs Action**

2024-2025 Federal Direct Loan Statu...

1 Task Left

Needs Action	1
Submitted	0

To gain access to your requested application, you must click on the corresponding box as shown here.

Success

Your request has been successfully created!

Ok

**Step 7:** At the next window, click on the (>) arrow to begin the process

**Step 8:** Please see notes below

- Federal Loan Direct Status Change Form is the only form that requires an E-Signature.
- All other loan applications must be downloaded, printed, and have a “wet” signature (pen) before uploading.