

# Direct Loan Entrance Counseling

## Step by Step Instructions

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### Instructions for first time Direct Loan borrowers

Note: If you previously borrowed a Direct Loan, skip to the next section titled “Instructions for previous Direct Loan borrowers”.




You will need the following items to complete the Loan Entrance Counseling:

- Your address, date of birth and social security number
- Your FSA ID username and FSA ID password
- Driver’s License Number (if applicable)
- Names, addresses and phone numbers of two personal references
  - You must have known the references for at least three years
  - References cannot share the same address or phone number

1. Go to <http://www.studentloans.gov>.
2. Click the green **Log In** button.
3. Enter your FSA ID username and FSA ID password.
4. Click on **Complete Counseling**.
5. In the Entrance Counseling box, click on **Start**.

#### Choose Loan Counseling Type

A counseling session will take at least 30 minutes to complete. You must complete the counseling in a single session. You cannot save a partially completed counseling session.

 <b>Entrance Counseling</b> <small>Required</small> <b>Entrance counseling is required</b> before you can receive your first Direct Subsidized Loan, or Direct Unsubsidized Loan as an undergraduate, or your first Direct PLUS Loan as a graduate/professional student.  <small>Useful Information to Have</small> <input type="button" value="Start"/>	 <b>Financial Awareness Counseling</b> <b>Financial Awareness Counseling</b> provides tools and information to help you understand your financial aid and help you manage your finances.  <small>Complete this counseling any</small>  <small>Useful Information to Have</small> <input type="button" value="Start"/>	 <b>Exit Counseling</b> <small>Required</small> <b>Exit counseling is required</b> when you graduate, leave school, or drop below <a href="#">half-time enrollment</a> . Exit counseling provides important information you need to prepare to repay your federal student loan(s).  At the end, you'll need to provide the name, address, e-mail address, and telephone number for your next of kin, two references who live in the U.S., and current or expected employer (if known).  <small>Useful Information to Have</small> <input type="button" value="Start"/>
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6. In the Select School to Notify box, select **Florida** from the School state drop down and **Palm Beach Atlantic University** from the School Name drop down.
7. Click the **Notify This School** button when PBA’s information appears in the grey box.
8. Select undergraduate or graduate from the Select Student Type box and click **Continue**.
9. Read the information presented and answer the questions listed on all 5 sections of the counseling session. When you have completed the Entrance Loan Counseling you will see a statement informing you that you have successfully completed the process. PBA will be notified automatically within 48 hours of your completion.

## Instructions for previous Direct Loan borrowers

1. Go to <http://www.studentloans.gov>.
2. Click the green **Log In** button.
3. Enter your FSA ID username and FSA ID password.
4. In the left side column, click on **View Completed Counseling**.
5. In the Completed Counseling box, click on **Select School** to transfer your existing Loan Entrance Counseling to PBA.

**If you want to notify an additional school of a completed Entrance Counseling or Financial Awareness Counseling session, use the Select School button in the Notify Additional School column.**

Completed Counseling				
Counseling Type	Completion Date	School(s) Notified - Notification Request Date	View Counseling Confirmation	Notify Additional School
Sub/Unsub Entrance	June 29, 2011, 02:42:20 PM	PALM BEACH ATLANTIC UNIVERSITY - June 29, 2011, 02:42:20 PM	View HTML	Select School



6. Select **Florida** from the School State drop down and then **Palm Beach Atlantic University** from the School Name drop down.
7. Click **Submit**. PBA will be notified automatically within 48 hours of your completion.