Federal Direct Stafford Loan
How to...

Complete Entrance Counseling
How to Complete Entrance Counseling

- First time Federal Student Loan borrowers must complete a Federal Student Loan Entrance Counseling Session in accordance with federal regulations.
- Entrance Counseling is completed at www.StudentLoans.gov (at right).
- Click the “Sign In” link beneath “Manage My Direct Loan”.
- At the next screen, you will need to enter your personal information in order to sign in. You will need your Federal Student Aid PIN which was used when you filled out your FAFSA.
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- After signing in, the website will next bring you to a screen displaying your personal information (at right).

- After reviewing your personal information, click on “Complete Entrance Counseling”.

- The next screen will give you an overview of the process called “What To Do”. Once again, click on “Complete Entrance Counseling”.

Click here to begin.
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The next screen will ask you to identify yourself as either an undergraduate or graduate student. Make the appropriate selection then click “Continue”. (at right)

Next, you will be given general information about the counseling session and quiz you are about to begin. Review the information and click “Continue”.

Choose a student type then continue.
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• At the next screen, you will need to select which schools you would like to be notified once you have completed entrance counseling. (at right)

• In order to select St. John’s, choose “NEW YORK” as the School State and “SAINT JOHN’S UNIVERSITY” as the School Name.

• Once you have selected the school(s) you would like to notify, click “Continue”

This address will confirm you have chosen St. John’s
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- Next, you will be brought to a sixteen-page counseling session and quiz. Each page will contain information about Direct Loans followed by questions about the information on that page. (at right)

- Read all the information carefully and answer each question, then click “Continue” to advance to the next page. Continue this same process for the first fifteen pages of the session.

Track your progress here.
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- The sixteenth and final page of the session will contain a link to a document called “Borrower’s Rights and Responsibilities”. (at right)

- Click the link and review the document for more information about Direct Loans.

- After you have reviewed the document, click “Submit”.

Click here before clicking “Submit”.

Click here to view the Borrower’s Rights and Responsibilities for Direct Loan Sub/Unsub/Perkins Loan Type.

If you have questions about the borrower’s rights and responsibilities or the terms and conditions of your loan(s), you may contact Applicant Services.

US Department of Education
Attn: COD Applicant Services
P.O. Box 9002
Niagara Falls NY 14302
Phone: 1-800-557-7394
Email: codsupport@ed.gov

Your school’s financial aid office can also assist you if you have questions about the borrower’s rights and responsibilities or the terms and conditions of your loan(s).
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- After clicking “Submit”, you will be brought to a confirmation page which will inform you that you have successfully completed Entrance Counseling and will display the schools which will be notified. (at right)
- This page will contain a link to print this confirmation page as well as a link to view and download confirmation pages from previous entrance counseling sessions. The confirmation page from any counseling session you have completed on this site will be saved and can be viewed at any time.
- You have now successfully completed entrance counseling.
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Remember…

- Be sure to accept your loan awards on your UIS account at http://apollo.stjohns.edu.

- New borrowers be sure to complete a Master Promissory Note at www.StudentLoans.gov.