

Borrowers of Federal Direct Subsidized, Unsubsidized and/or PLUS Loans are required to complete [Exit Counseling](#) each time you drop below half-time enrollment (6 credit hours). To complete your counseling:

1. Using your FSA ID, log in to [StudentLoans.gov](#).
2. On the Welcome to StudentLoans.gov screen, select Complete Counseling.

The screenshot shows the StudentLoans.gov website. At the top, there is a header with the 'Federal Student Aid' logo, the text 'PROUD SPONSOR of the AMERICAN MIND™', and the 'StudentLoans.gov' logo. Below the header is a navigation bar with links: 'My Account', 'Getting Loans', 'Tools and Resources', 'Managing Repayment', 'FAQs', and 'Contact Us'. The main content area is titled 'Welcome to StudentLoans.gov' and includes a 'Logout' link. On the left, there is a sidebar with a 'My Preferences' section and a list of links under 'My Loan Documents', 'PLUS Loan Process', 'Master Promissory Note', 'Counseling', 'Repayment', and 'Tools and Calculators'. The 'Counseling' link is highlighted. In the main content area, there is a message: 'Before you begin, verify that your personal information is up to date. Based on information that you provided for your FSA ID, we have populated your personal information. If any of this information is incorrect, you must correct the information associated with your FSA ID. Once you have confirmed your information, select what you would like to do:'. Below this message is a list of options: 'Complete Counseling (Entrance, Financial Awareness, PLUS, Exit)', 'Complete a Master Promissory Note', 'Request a Direct PLUS Loan', 'Endorse a Direct PLUS Loan', 'Complete Direct Consolidation Loan Application and Promissory Note', 'Complete Income-Driven Repayment Plan Request', 'Co-sign Spouse's Income-Driven Repayment Plan Request', and 'I am not sure (we will ask you a series of questions to direct you)'. A red box highlights the 'Complete Counseling' option, and a red circle with the number '2' is next to it. On the right side of the page, there are two sections: 'Personal Information' with fields for 'Borrower:', 'Social Security Number:', 'Date of Birth:', and 'E-mail:', and 'Tools and Calculators' with a 'Repayment Estimator' tool.

3. From the “Choose Loan Counseling Type” screen, select Exit Counseling:

An OFFICE of the U.S. DEPARTMENT of EDUCATION

PROUD SPONSOR of
the AMERICAN MIND™

[StudentLoans.gov](#)

My Account	Getting Loans	Tools and Resources	Managing Repayment	FAQs	Contact Us
------------	---------------	---------------------	--------------------	------	------------

My Preferences

- My Loan Documents
 - Disclosure Statements
 - Completed MPNs
 - Direct PLUS Loan Requests
 - PLUS Correspondence
 - Completed Endorser Addenda
 - Income-Driven Repayment Plan Requests
 - Direct Consolidation Loan Applications
- PLUS Loan Process
 - Request Direct PLUS Loan
 - Document Extenuating Circumstances
 - Endorse Direct PLUS Loan
 - Print Endorser Addendum
 - Complete PLUS Counseling
- Master Promissory Note
 - Complete MPN
 - Print MPN
- Counseling
 - Complete Counseling
 - View Completed Counseling
- Repayment
 - Complete Direct Consolidation Loan Application and Promissory Note
 - Complete Income-Driven Repayment Plan Request
 - Co-sign Spouse's Income-Driven Repayment Plan Request
- Tools and Calculators
 - Repayment Estimator

Complete Counseling

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.

Entrance Counseling

Required

[Start Entrance Counseling](#)

Entrance Counseling is required 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.

[Useful Information to Have](#)

Financial Awareness Counseling

[Start Financial Awareness Counseling](#)

Financial Awareness Counseling provides tools and information to help you understand your financial aid and help you manage your finances.

Complete this counseling any time.

[Useful Information to Have](#)

PLUS Counseling

[Start PLUS Counseling](#)

PLUS Counseling is required if the U.S. Department of Education has informed you that you have an adverse credit history and you have obtained an endorser or documented to the satisfaction of the U.S. Department of Education that there are extenuating circumstances related to your adverse credit history.

PLUS Counseling can be completed voluntarily at any time. If PLUS Counseling is completed voluntarily and you are determined to have an adverse credit history by the U.S. Department of Education within 30 days of PLUS Counseling completion, your PLUS requirement will be considered to be fulfilled.

[Useful Information to Have](#)

Exit Counseling

Required

[Start Exit Counseling](#)

Exit Counseling is required when you graduate, leave school, or drop below half-time enrollment. 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 closest living relative, two references who live in the U.S., and current or expected employer (if known).

[Useful Information to Have](#)

Were you looking for TEACH Grant Counseling?

The TEACH Grant Agreement to Serve can be completed on the [TEACH Grant Web site](#).

TEACH Grant Initial and Subsequent Counseling can be completed on the [TEACH Grant Web site](#).

TEACH Grant Exit Counseling can be completed on the [NSLDS Web site](#).

- Choose **SUNY at Buffalo** as the school to notify on the Select Your Schools page (The State University of New York at Buffalo will appear at the top of the screen, and 501 Capen Hall will be the address that populates when you click on “notify this school”. If ANY other address appears in this section, you have not selected UB.).

Click Continue.

My Loan Documents

Disclosure Statements

Completed MPNs

Direct PLUS Loan Requests

PLUS Correspondence

Completed Endorser Addenda

Income-Driven Repayment Plan Requests

Direct Consolidation Loan Applications

PLUS Loan Process

Request Direct PLUS Loan

Document Extenuating Circumstances

Endorse Direct PLUS Loan

Print Endorser Addendum

Complete PLUS Counseling

Master Promissory Note

Complete MPN

Print MPN

Counseling

Complete Counseling

View Completed Counseling

Repayment

Complete Direct Consolidation Loan Application and Promissory Note

Complete Income-Driven Repayment Plan Request

Co-sign Spouse's Income-Driven Repayment Plan Request

Tools and Calculators

Repayment Estimator

Entrance Counseling

Select Your Schools

Select up to 3 schools you wish to notify of your counseling completion. These schools will only receive a notification indicating that you successfully completed Entrance Counseling, and the date it was completed.

Select Schools to Notify

☒ SUNY AT BUFFALO (G02837)

501 CAPEN HALL
BUFFALO NY
142600001

Add School to Notify

☒ U.S. Schools/U.S. Territory Schools

School State/U.S. Territory:

NEW YORK

School Name:

SUNY AT BUFFALO

☐ Non U.S. Schools

School Name:

SUNY AT BUFFALO

School Code/Branch:

G02837

School Address:

501 CAPEN HALL
NORTH CAMPUS
BUFFALO, NY 142600001

Clear Selection

Notify This School

Continue

Page 3 of 4

10/7/2015

Complete all sections within the exit counseling session and click “Submit Counseling”. You will receive a confirmation email from StudentLoans.gov immediately after completion. Keep the email for your records. UB will also be notified that you have completed the counseling, as long as you selected us as a school to be notified.

If you believe you have already completed exit counseling but are still showing the requirement in your HUB To Do List, please contact our office at (716)645-8232 or UBFA@buffalo.edu.