

Exit Counseling Checklist

Get prepared for exit counseling

When borrowing federal student loans to help pay for your education, you must complete exit counseling shortly before leaving or dropping below half-time status at a school. Exit counseling provides information about your rights and responsibilities as a borrower, including various repayment plans and deferment or forbearance options that may be available if you cannot pay. To complete exit counseling, you must know a few key pieces of information. Use this checklist to prepare so you have everything you need before starting.

STEP 1 You will be notified to complete exit counseling.

Your school may do this for you, depending on where you attend and the reasons for completing exit counseling (graduation, transferring).

Date: _____
Time: _____
Location: _____

STEP 2 Gather these few key pieces of information.

Have the following information easily accessible during exit counseling.

Your Social Security number: _____ - _____ - _____ Your driver's license number: _____

Your Federal Student Aid (FSA) ID: _____

TIP: Don't remember your FSA ID? Visit StudentAid.gov to help you recover this information.

Your next of kin (nearest relative):

Name: _____

Address: _____

Phone: _____

Your employer (if known):

Name: _____

Address: _____

Phone: _____

Two references:

1 *Name:* _____

Address: _____

Phone: _____

2 *Name:* _____

Address: _____

Phone: _____

STEP 3 Complete your counseling.

You can complete your exit counseling by visiting: StudentAid.gov/exit-counseling. Allow 20 to 30 minutes to complete your exit counseling.

After you are done:



Provide your school with your completion certificate. Find out if your school prefers to receive this document online or wants a print copy.



Print the completion certificate for your records.