Federal Loan Entrance Counseling

It is a Department of Education requirement that ALL NEW student loan borrowers receive entrance loan counseling before student loan funds can be disbursed. The tutorial is available online.

1. Log in at [www.StudentLoans.gov](http://www.StudentLoans.gov) with you Federal Student Aid PIN. If you do not have a Federal Student Aid PIN, visit [www.pin.ed.gov](http://www.pin.ed.gov).
2. Click on [Complete Entrance Counseling](#).
3. Click on [Complete Entrance Counseling](#) again.
4. Select one of two options:
   - Choose the first option if you are a [Undergraduate](#) student
   - Choose the second option if you are a [Graduate](#) student working on a Masters Degree
5. Go through the entire tutorial at your own pace
6. Take the quiz at the end of the tutorial
7. Once you have completed and passed the test, print out page titled “Borrower Rights and Responsibilities” (It should have your name and social security number on it)
8. Please send this page to the Financial Aid Office

**Note: Even though it will tell you that it will submit it to our school electronically, you are required to fax, email, or mail the Borrower Rights and Responsibilities page to us.**

- **Fax:** 415-618-6273 or 415-618-6290
- **Email:** [FinancialAid@academyart.edu](mailto:FinancialAid@academyart.edu)
- **Mail:**
  - Academy of Art University
  - Financial Aid Office
  - 79 New Montgomery Street
  - San Francisco, CA  94105