To: Stafford Loan Borrowers  
From: Gateway Community College Financial Aid Office  
Re: Exit Loan Counseling

Dear Student:

Our records indicate that while in attendance at Gateway Community College you received a Federal Stafford Loan under the Federal Family Education Loan Program (FFELP) or Federal Direct Loan Program. In accordance with federal regulation, borrowers are required to complete an Exit Loan Counseling Session upon graduation or withdrawal from their school, or if the borrower falls below half-time enrollment status. Please be advised that this must be completed regardless if you plan to transfer to another school. The purpose of this counseling session is to provide borrowers with information concerning loan management and repayment options after college. Exit Loan Counseling can be completed online, at www.studentloans.gov. Please refer to the instructions below to complete the requirement. Should you have any questions regarding your loan, please contact your lender immediately. If you have any questions regarding this Exit Counseling, feel free to contact the Financial Aid Office at (203) 285-2030.

Sincerely,

[Signature]

Omar Livingston  
Associate Director of Financial Aid
Direct Loan Exit Counseling Instructions

2. Under the Tools and Resources box, select “Exit Counseling” (see example/screenshot below).
   a. This will redirect you to the National Student Loan Database website.
3. Select “Exit Counseling”.
4. Select “Start”.
5. Carefully read the Intro, and then select “Next”.
6. Read over the Basics section and make sure you have everything you need to complete the session, then select “Next”.
7. Enter your login information, the select “Submit”.
   a. Please note you will need your Department of Education issued PIN. This is the number used to sign your FAFSA and loan Master Promissory Note(s) electronically. If you have forgotten your PIN please visit pin.ed.gov to apply for a new one. It can take 1-3 days to receive a new PIN.
8. Read the Welcome message, then select “Next”.
9. Select the school you are exiting from, then select “Next”.
10. Continue through the exit session.
    a. Please take time to read the information thoroughly. After each section you will be quizzed on the information you just read.
11. At the end you will be asked to enter personal information, information about your employer (if applicable), and some personal references.
12. Review your rights and responsibilities as a borrower before finishing.