

Federal Direct Entrance Counseling - Instructions

All students must complete **Entrance Counseling** in addition to a new Master Promissory Note (MPN) for a Federal Direct Student Loan or PLUS Loan. (Parents are not required to complete Entrance Counseling.) Please note that only one counseling session is required for each student borrower. The material in the counseling session will be tailored to the borrower type – undergraduate or graduate.

First-time borrowers

If you are planning to borrow a Federal Direct Subsidized/Unsubsidized or Graduate PLUS Loan for the first time, you are required to complete Entrance Counseling. See instructions below.

Renewal borrowers

If you previously borrowed a Federal Direct Subsidized/Unsubsidized or Graduate PLUS Loan at Carnegie Mellon and plan to borrow for the upcoming academic year, you do not have to complete another Entrance Counseling session.

Undergraduate Students

The Entrance Counseling session will fulfill the counseling requirements for the Direct Subsidized/Unsubsidized Student Loan.

Graduate Students

The Entrance Counseling session will fulfill the counseling requirements for both the Direct Unsubsidized Student Loan **and** Direct PLUS Loan. It is not necessary to complete two separate counseling sessions. Completing one Entrance Counseling session is sufficient.

Please follow these instructions (*first-time borrowers only*):

To view the <https://studentloans.gov> website effectively, you will need one of the following supported browsers: Microsoft Internet Explorer (versions 6 or higher), Mozilla Firefox (versions 2 or 3.6.3), Apple Safari (version 4).

1) Complete **Entrance Counseling** at <https://studentloans.gov>:

- Sign in using your Personal Identification Number (PIN) (www.pin.ed.gov) from the Department of Education
- Select “Complete Entrance Counseling” under Counseling
- Select “Undergraduate” or “Graduate” under Counseling Type
- Select Pennsylvania as the School State in the drop down box
- Select “Carnegie Mellon University” as the School Name in the drop down box
- Select the third Carnegie Mellon University school listed
- **Do not** select Carnegie Mellon University Tepper School of Business or Heinz College
- Take the Entrance Counseling Quiz
- Review your Borrower Rights and Responsibilities and submit
- Print the confirmation sheet for your records

NOTE: The Entrance Counseling session takes approximately 20 minutes to complete.