



**NUC**  
UNIVERSITY

# **Guide to Complete the Student Loan Entrance Counseling Requirement**

## Financial Aid Office

This guide intends to assist any student who needs and decides to take federal loans to help cover educational expenses at the institution. If you are interested in receiving a subsidized or unsubsidized loan from the Direct Loan Program, you will be required to complete the entrance counseling. The objective of completing entrance counseling is to help you understand what it means to take out a federal student loan and you will learn about:

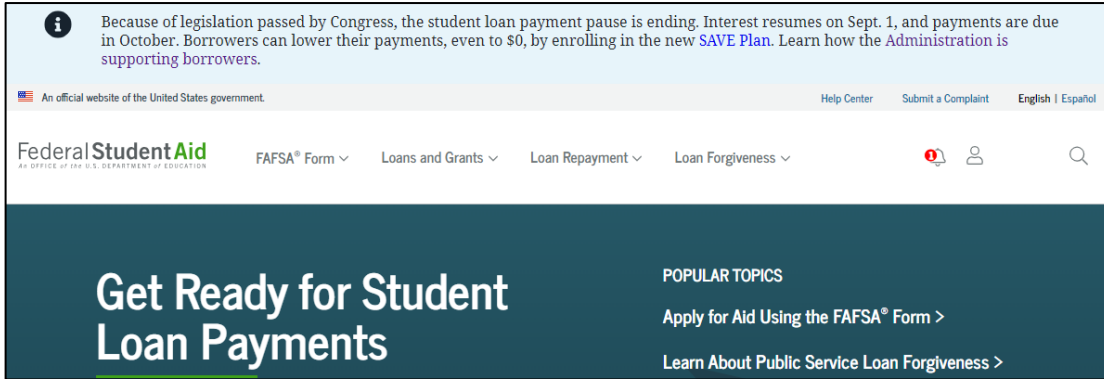
- What a Direct Loan is;
- How the loan process works;
- Terms and conditions of your loan;
- Rights and responsibilities that you have as a borrower
- How to avoid late payments and default
- Manage your education expenses;
- Other financial resources to consider to help pay for your education.

The process of completing the Entrance Counseling must be done in a single session and takes approximately 20 to 30 minutes. It is important that you have on hand:

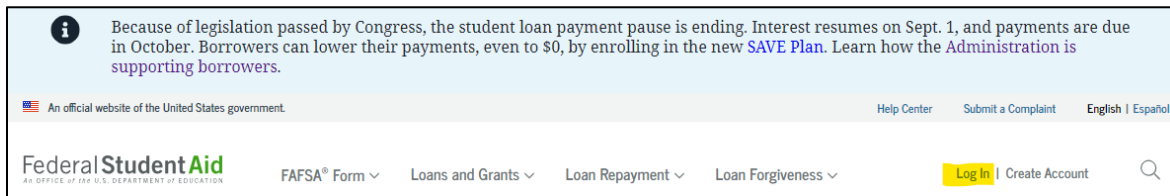
- Your FSA ID.
- School name.
- Details of your income, financial aid, and living expenses.

\*If you have difficulty obtaining and recover your credential FSA ID, you can access <https://studentaid.gov/fsa-id/create-account/launch>

**Step 1:** Visit the following website: <https://studentaid.gov/>.



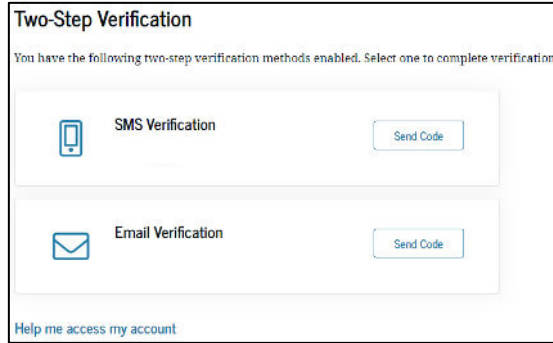
**Step 2:** Click on the **Log In** button



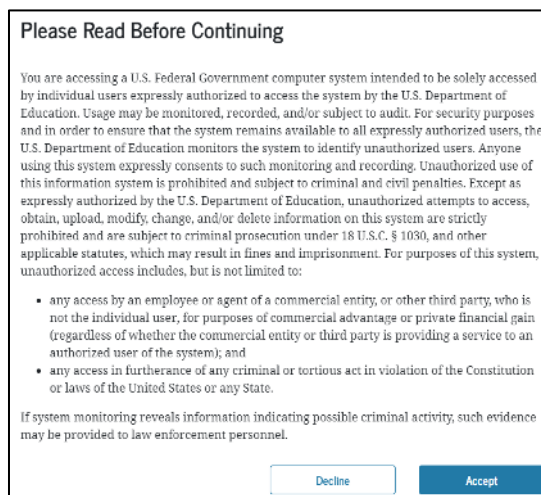
**Step 3:** If you do not have a FSA ID, click on the “Create an Account” option. If you already have an FSA ID proceed to enter the username and password, then click the option “Log in”.

A screenshot of the "Log In" form. The form has a title "Log In" with a refresh icon. It contains two input fields: "Email, Phone, or FSA ID Username" and "Password". The password field has a "Show Password" link to its right. Below the input fields is a large blue "Log In" button. At the bottom of the form, there are two links: "Forgot My Username" and "Forgot My Password", and a "Create an Account" link.

**Step 4:** You will need to perform two-step verification. Select the preferred method.

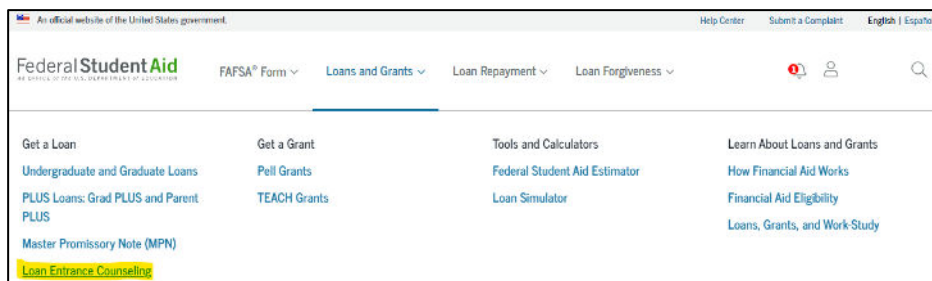


**Step 5:** Read and reject or accept to continue with the process.



**Step 6:** Confirm your information and accept the terms and conditions to continue with the process.

**Step 7:** In the top menu, select Loans and Grants and choose the option **Loan Entrance Counseling**.



**Step 8:** Select your student status to complete the Entrance Counseling. Click **Start**.

- Undergraduate student = select if you are enrolled in a Diploma, Associate or Bachelor's Degree
- Graduate student = select if you are enrolled in a Master's or Doctoral Degree

**Select Your Student Status to Begin**

Your school may have different entrance counseling requirements. Check with your school's financial aid office to be sure that the counseling on this Web site satisfies your school's entrance counseling requirements.

If your school requires you to complete and return a written entrance counseling document, download [Entrance Counseling PDF](#).

|   |              |
|---|--------------|
| <p><b>I am an Undergraduate Student</b> ⓘ</p> <p>Entrance counseling for undergraduate students is required if you have not previously received a Direct Subsidized Loan or a Direct Unsubsidized Loan.</p> <p>You're an undergraduate student if you are enrolled in an undergraduate course of study that usually doesn't exceed four years and that leads to an undergraduate degree or certificate.</p>   | <p>Start</p> |
| <p><b>I am a Graduate or Professional Student</b> ⓘ</p> <p>Entrance counseling for graduate or professional students is required if you have not previously received a Direct Unsubsidized Loan or Direct PLUS Loan.</p> <p>You're a graduate or professional student if you are enrolled in a program or course above the bachelor's degree level (such as a master's degree or Ph.D. program) or who is enrolled in a program leading to a professional degree (for example, J.D. or M.D.).</p> | <p>Start</p> |

**Step 9:** Read general information and click on **Continue**.

**Entrance Counseling Overview** ⌚ 20 - 30 Minutes

Entrance Counseling is required for students who have not previously received a subsidized/unsubsidized loan or PLUS loan (graduate/professional students only) under the Direct Loan Program ⓘ or Federal Family Education Loan (FFEL) Program ⓘ.

**What You'll Learn and Do in Entrance Counseling**

- Notify Your School**  
Select the school(s) you'd like to notify of your counseling completion. If you'll be transferring schools, be sure to add those too.
- Learn What School Costs and How to Pay for It**  
Understand what your education will cost and the options available to cover those costs, including borrowing federal student loans.
- Prepare for Successful Repayment**  
Understand your repayment obligation and what it means to take out a federal student loan.
- Check Your Skills**  
Review what you've learned with a few short knowledge checks.

Exit Continue

**Step 10:** Select the institution you want to notify that you have completed entrance counseling. Our name may already appear automatically. If so, click **Add**.

Otherwise, go to the "Search for a school" tab. In the "Choose a State" field, write Puerto Rico for NUC University or Florida for Florida Technical College. Then, type the school: National University College

or Florida Technical College (as applicable) and click **Add**. At the bottom of the page, click **Continue**.

The screenshot shows the 'Let's Notify Your School' interface. The title is 'Let's Notify Your School' with the instruction 'select up to three schools you want to notify of your entrance counseling completion.' Below this is a section titled 'Notify a School' with the instruction 'Find the school you want to notify when you completed Entrance Counseling.' There are two tabs: 'Select from associated schools' and 'Search for a school'. Under 'Select from associated schools', there are radio buttons for 'U.S. Schools/U.S. Territory Schools' (selected) and 'Non U.S. Schools'. Below these are input fields for 'Choose a State' (with '(PR) PUERTO RICO' selected) and 'Search School By Name' (with 'National University College' entered). A search result is displayed: 'National University College' with school code 'G22606' and address 'NATIONAL COLLEGE BLDG RM.11.2, BAYAMON, PR 009602036'. A blue 'Add' button is circled in red. At the bottom, there is a 'Previous' button and a blue 'Continue' button, also circled in red.

The screenshot shows the 'Let's Notify Your School' interface. The title is 'Let's Notify Your School' with the instruction 'select up to three schools you want to notify of your entrance counseling completion.' Below this is a section titled 'Notify a School' with the instruction 'Find the school you want to notify when you completed Entrance Counseling.' There are two tabs: 'Select from associated schools' and 'Search for a school'. Under 'Select from associated schools', there are radio buttons for 'U.S. Schools/U.S. Territory Schools' (selected) and 'Non U.S. Schools'. Below these are input fields for 'Choose a State' (with '(FL) FLORIDA' selected) and 'Search School By Name' (with 'Florida Technical College' entered). A search result is displayed: 'Florida Technical College' with school code 'E02009' and address '3831 WEST VINE STREET, KISSIMMEE, FL 347410000'. A blue 'Add' button is circled in red. At the bottom, there is a 'Previous' button and a blue 'Continue' button, also circled in red.

**Step 11:** After adding the school, click **Continue**.

**Step 12:** You will need to complete all 6 income counseling modules and answer the reading check questions to make sure you understand the responsibility you will take to repay your federal loans. At the bottom of the page, click **Continue** to proceed to the next section.

The screenshot shows a confirmation message with a green checkmark icon. The text reads: 'You've completed "Consequences of Not Repaying Your Federal Student Loans." Select "Continue" when you're ready to start the next module.' At the bottom, there is a 'Previous' button and a blue 'Continue' button.

**Step 13:** After completing all the questions in the modules, you must submit the entrance counseling. The next window will tell you that you

have successfully completed the process. You can print the information, if you want.

### Summary of What You Learned Today During Your Entrance Counseling Session

By this point in entrance counseling, you should understand the impact your education costs can have on your financial future, and how you can manage your student loan debt. Don't hesitate to reach out to your servicer and/or school financial aid office if you need help once your loan is disbursed. You can also contact your servicer if you have questions about your aid offer.

The information below is calculated based on the school you chose in the beginning of the counseling, data from *College Scorecard*, and information we have on file. You can always refer to [Aid Summary](#) in your StudentAid.gov account for up-to-date information about your federal student loans.

[Print or Download Summary of Entrance Counseling](#)

[Print or Download Summary of Entrance Counseling](#)

Previous

Submit



#### You've Successfully Completed Entrance Counseling!

The school(s) you selected will be notified of your entrance counseling completion within the next 24 hours.

[Go To My Documents](#)

[View/Print Borrower's Rights and Responsibilities Statement for Direct Subsidized and Unsubsidized Loans](#)

#### What's Next After Entrance Counseling

- Complete your [Annual Student Loan Acknowledgment](#) for this award year
- Check out [Loan Simulator](#) for more information on repayment plans

*More questions? Visit [Frequently Asked Questions](#) or [Contact Us](#).*

**END**