



OFFICE of STUDENT FINANCIAL AID  
Student Development Center, Suite 1100

## ONLINE EXIT COUNSELING INSTRUCTIONS

**Prior to separation from the University of Maryland Eastern Shore, it is mandated by the U. S. Department of Education that you complete Exit Counseling for the loans you borrowed to assist with your cost of attendance.**

*You should allow at least 30 minutes for the completion of this process.*

**Please have your FSA ID from the U. S. Department of Education available to gain access to the website.** If you have forgotten or do not have a FSA ID, you can go to <https://fsaid.ed.gov/npas/index.htm> to request a duplicate or apply for a new FSA ID. A new FSA ID will take between 1-3 days to receive via email.

- STEP 1:** Go to <http://StudentLoans.gov>, click the green “Sign In” area and enter your information (SSN, first two letters of last name, date of birth, FAFSA FSA ID)
- STEP 2:** Select “Complete Counseling”
- STEP 3:** At the bottom of the “Exit Counseling” column, click ‘start’
- STEP 4:** Select the school(s) you wish to receive your results and click “Continue”
- STEP 5:** Follow instructions to complete your Exit Counseling process
- STEP 6:** Enter your name, address, and contact information as it will be AFTER you leave UMES
- STEP 7:** List two references- should be individuals that have known you for at least three years and who have different U. S. addresses
- STEP8:** Submit your information to the U.S. Department of Education

### **FOR PROSPECTIVE GRADUATES:**

*You must provide proof (a print-out of your results or a copy of the confirmation email from the Department of Education) that you have successfully completed this process in order to obtain a signature from the Office of Student Financial Aid on your Graduation Clearance Form.*