FEDERAL PERKINS LOAN EXIT INSTRUCTIONS

As a Federal Perkins Loan borrower, you are **required** to complete **Perkins Loan Exit Counseling** before leaving Concordia.   Campus Partners is a billing service used by Concordia University to perform the billing and bookkeeping functions for your Federal Perkins Loan.   In addition to completing the federally mandated Loan Exit, you will also be able to access your account information, update your address and even make payments on their website!

Before you begin, please have the following information prepared:

REFERENCES: A reference is someone who will always know how to contact you. You will need their address, city, state, zip and phone number. In addition to your mother's and father's address and phone numbers, you will need to have FOUR other persons' address and phone numbers to list - Two references from home locality other than relatives or students (ex: neighbor, pastor, teacher) and two relatives other than parents (ex: aunt, uncle, grandparents, older siblings not living at home, etc.).

FEDERAL STUDENT AID PIN (FAFSA PIN): To sign this document electronically, you will need your FAFSA PIN. If you cannot remember your PIN, you may Request a Duplicate PIN at www.pin.ed.gov/PINWEB/App/pinindex.jsp. Once submitted, the PIN can be immediately displayed.

You have the option for Campus Partners to mail the documents for your signature; however, they would be mailed to your home address which would delay the completion of the Exit.   These documents MUST be completed in full and returned to our office prior to graduation or your diploma will NOT be released to you! To avoid this, please consider signing electronically.   After you have signed the document electronically, you may VIEW and PRINT the documents from your computer at any time.

Now that you are prepared, **follow these steps:**

1. Go to www.mycampusloan.com and create a User Name and Password by registering in the Login section on the upper right-hand corner of the screen - "First time users: Click here to register"

2. Complete the information necessary to create a user name and password. After completion, use this information to go to main menu and Login

3. Click on View My Accounts, and then on the E-Exit link

4. Complete Section 1: Loan Interview – Demographics, Personal Information, References
        If Employer unknown at this time, type in "none"

5. Complete Section 2: – Obligations of your Student Loan

6. Complete Section 3: Student Loan Repayment and Disclosure Statement - click **SIGN ELECTRONICALLY**

7. Click "Accept E-Signature"

8. Click "Submit" on the STAN Authentication (Student Authentication Network).

9. Enter your SSN, first two characters of his last name, DOB and FAFSA PIN and click Submit.

10. When prompted – Confirm Signature

11. View the Loan Counseling Status Page to see that the status of the three sections is "Complete"

12. Go to View My Account on the main menu. Click on View Forms to Print the Loan interview and Disclosure Statement from your computer