



Financial Aid Office
901 South Flagler Drive
P.O. Box 24708
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Direct Loan Entrance Counseling

You will need the following items to complete the Loan Entrance Counseling:

- Your address, date of birth, and social security number
- Your FSA ID Username and FSA ID Password
- Driver's License Number (if applicable)
- Names, addresses and phone numbers of two personal references
 - You must have known the references for at least three years
 - References cannot share the same address or phone number

Instructions:

1. Go to <http://www.studentaid.gov>.
2. Hover over the third tab **Complete Aid Process**.
3. Click **Complete Entrance Counseling**.
4. Select your student type and click **Log In to Start**.
5. Enter your FSA ID Username and FSA ID Password and click **Accept**.
6. In the *Search School* box, choose **Florida** for the state and search **Palm Beach Atlantic University** in the Search School by Name field.
7. Click **Continue** button once PBA's information appears to the right.
8. There are six (6) sections that must be completed in the order presented. Start with *the Estimate the Cost of Your Education* module and work your way through the counseling session completing all Check Your Knowledge questions throughout the session.
9. Once you have completed the counseling session you should see confirmation that your counseling session was successfully completed. PBA will be automatically notified within the next 24 hours.