



**Harvard University
Graduate School of Education
Financial Aid Office**

13 Appian Way, Longfellow Hall Rm. 11
Cambridge, MA 02138
617-495-3416, Fax: 617-496-0840
www.gse.harvard.edu

**FEDERAL ENTRANCE COUNSELING
INSTRUCTIONS
2006/2007**

As a new borrower of federal loans at HGSE you must complete the following steps before your loans are originated and disbursed to your term bill.

Complete Steps 1 & 2 before attending the required in person Loan Session:

1	Return your signed award letter to the Financial Aid office if you have not yet done so.
----------	---

2	<p>Complete the online Direct Loan Entrance Counseling Session at:</p> <p style="text-align: center;">www.dlsonline.com/entrancecounseling/main-entc.asp</p>
----------	---

After completing Steps 1 & 2:

3	<p>Attend one of the in person Loan Counseling Sessions in Askwith Hall on:</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>MONDAY</td> <td>SEPTEMBER 11</td> <td>10:00 - 11:00</td> </tr> <tr> <td>TUESDAY</td> <td>SEPTEMBER 12</td> <td>10:00 - 11:00</td> </tr> <tr> <td>THURSDAY</td> <td>SEPTEMBER 14</td> <td>11:30 - 12:30</td> </tr> <tr> <td>FRIDAY</td> <td>SEPTEMBER 15</td> <td>2:00 - 3:00</td> </tr> </table>	MONDAY	SEPTEMBER 11	10:00 - 11:00	TUESDAY	SEPTEMBER 12	10:00 - 11:00	THURSDAY	SEPTEMBER 14	11:30 - 12:30	FRIDAY	SEPTEMBER 15	2:00 - 3:00
MONDAY	SEPTEMBER 11	10:00 - 11:00											
TUESDAY	SEPTEMBER 12	10:00 - 11:00											
THURSDAY	SEPTEMBER 14	11:30 - 12:30											
FRIDAY	SEPTEMBER 15	2:00 - 3:00											

4	<p>Sign your loan promissory note(s) electronically when directed to do so by the Financial Aid Office.</p> <p>You will complete your promissory note(s) after completing the online Entrance Counseling Session (step 2) and attending a Loan Counseling Session (step 3). To electronically sign your Federal Direct Loan Master Promissory Note you will need the Federal PIN number issued to you when you completed the FAFSA. If you need a PIN or have misplaced it, you may request one at:</p> <p style="text-align: center;">www.pin.ed.gov</p> <p>To electronically sign your Federal Perkins Loan Master Promissory Note you will need your Harvard University ID number and PIN.</p>
----------	--

REFUND CHECKS:

To receive a refund check your financial aid credits must exceed the charges on your term bill. In addition you must have:

- Signed and returned your financial aid award letter to our office
- Completed the online entrance counseling process and attended the in person loan counseling session
- Signed an electronic or paper promissory note (paper promissory notes must be requested and it may delay the disbursement of your loan)
- Signed Outside Loans and Scholarship checks (if necessary)

NOTE: Both Federal Perkins and Federal Direct Loans are signed electronically.