Instructions for taking the Exit interview for the Perkins, Education Forgiveness, Bloom, and Crawford loans:

1. The Exit interview is available online at [www.mycampusloan.com](http://www.mycampusloan.com). When the borrower uses the website for the first time, they will need to register as a new user by selecting the option that says “First time users click HERE”.

2. A screen will appear that asks for an account number. The borrower should leave the fields blank and click on the link at the bottom of the page that says “If you do not have your Account Number and would like to register using your Social Security Number or International Student Visa Number, click HERE”.

3. The borrower will enter their social security number without hyphens in the first field. In the second field, the borrower will enter the first four letters of their last name. After this is completed, click on “Next”.

4. After the borrower has completed registering, there will be an option on the main page called “E-Exit”. When the borrower selects this option, the exit interview will begin.

5. The exit interview will have two sections: A personal reference section, and a loan disclosure section:
   a. The personal reference section will require the borrower to update personal information such as address and telephone number, and will also ask for 4 references (2 relatives and 2 non-relatives). Disclosure of these references, to include addresses and telephone numbers, is MANDATORY.
   b. The loan disclosure section will review the terms of the loan, such as the date first payment is due and the payment amount.

6. At the end of the exit interview, the borrower must choose one of two options. The borrower may choose to “Sign document electronically (Using FAFSA pin)” or choose the “Print” option.
   a. If the user has their FAFSA pin information, they should choose to sign the document electronically, then call (210) 458-4217 to let the Loan officer know that the exit interview has been completed.
   b. If the user does not have their FAFSA pin information, they will need to select the “Print” option. DO NOT PRINT THE DOCUMENT USING THE PRINT ICON THAT IS BUILT INTO THE BROWSER SOFTWARE. The only method that can be used to print the document is by choosing the “Print” button that is embedded in the exit interview. 3 pages will print out. The borrower should sign and date the last page of the Exit interview, and fax all 3 pages to the UTSA Office of Accounting at fax number (210) 458-4222. Only signed and dated Exit interviews can be accepted.

7. Questions regarding the Exit interview process or problems with the Exit interview can be directed to the Loan officer by calling (210) 458-4217.