FAFSA Help Sheet

Apply for Financial Aid at www.fafsa.ed.gov   **School Code: 042454**

Federal Student Aid Information Center (FSAIC): 1-800-4-FED-AID (1-800-433-3243) / TTY (for the hearing impaired): 1-800-730-8913

What You Need to Complete Your Free Application for Federal Student Aid (FAFSA)

☐ Your Social Security number
☐ Your driver's license number, if you have one
☐ Your W-2 Forms
☐ Your federal income tax return
☐ Your current bank statements and records of stocks, bonds, and other investments
☐ Your records of other untaxed income received, such as Social Security, Temporary Assistant to Needy Families (TANF), welfare or veterans benefits
☐ Your business or farm records, if applicable
☐ Your alien registration number, if you are not a U.S. citizen
☐ If you are a dependent student, you will also need your parent(s) social security number(s) and your parent(s) income and financial records (as listed above)

Use income records for the last calendar year before the academic year for which you are applying for financial aid.
For example, use the 2015 income information to complete the 2016-2017 FAFSA.

FAFSA Instructions

☐ **Get a PIN.** To sign your FAFSA electronically, you (and your parent, if you are a dependent student) need a U.S. Dept. of Education PIN. If you don't have one, apply now at www.pin.ed.gov. Your FAFSA will be processed faster if you sign using a PIN.
☐ **Print the Pre-Application worksheet** from www.fafsa.ed.gov. Some students find it helpful to complete this worksheet before completing their online FAFSA.
☐ **Save your FAFSA AS YOU GO.** Save your application often using the "Save" button at the bottom of the screen. That way, if you lose your Internet connection, you can return to your FAFSA. **NOTE:** If you click the "Exit" button, you'll not only close your application, but you'll also erase all the information you entered since the last time you saved it.
☐ **Get help.** Because there is FREE help available, you don't have to pay to get assistance filling out your FAFSA. The "Need Help with this Page?" button at the bottom of every online FAFSA page will lead you to information to help you complete that page. The "Help" button at the top of every screen has an index of help topics. In addition, you can chat with a customer service representative directly over the Internet by clicking the "Chat" button. If you still need more help, call 1-800-4-FED-AID.
☐ **Sign your application.** If you have a PIN, you can electronically sign your FAFSA. Otherwise, you'll need to print the signature page and mail it in. If you are a dependent student, your parent will need to sign your FAFSA as well. Your parents can sign either by using his/her own PIN or by mailing a signature page.
☐ **Submit your application.** Click the "Submit" button located on the last page of the online FAFSA form. You'll be taken to a new page that confirms your submission and gives you a confirmation number.

What You Can Do With Your PIN

☐ Sign your FAFSA electronically
☐ Review and, if necessary, correct answers on your processed FAFSA
☐ Sign loan promissory notes electronically
☐ View information about your federal loans and grants
☐ Reapply for financial aid in the future
☐ Conduct other online business with the U.S. Dept. of Education

Remember, if you are a dependent student, your parents can also electronically sign your FAFSA with their own PINs.