

FAFSA Instructions

www.fafsa.ed.gov

******If you and your parents want to electronically sign your application, you should apply for a PIN now at www.pin.ed.gov. If you already have a PIN you need not reapply. Parents who have multiple children applying for federal aid only need one PIN.**

Items you will need to complete your FAFSA by appointment:

- Your Social Security Card and driver's license
 Your parent's Social Security Number, if you are dependent
- Your income tax return (**for the year prior to the year you will start school**)
- Your parent's income tax return, if you are dependent (**for the year prior to the year you will start school**)
- Records of other untaxed income received such as Soc. Sec. Benefits, Temporary Assistance for Needy Families, or veteran's benefits.
- Your W-2 forms
- Your parent's W-2 forms, if you are dependent
- Current bank statements and records of stocks, bonds, and other investments
- Business or farm records, if applicable
- Your alien registration card (if you are not a U.S. Citizen)

Filling out a FAFSA

- **Tip 1: Fill out Pre-Application Worksheet:** Some applicants find it helpful to fill out a Pre-Application worksheet before completing their online FAFSA. To print out a worksheet, go to Section 1 on the home page of the FAFSA Website.
- **Tip 2: Save your FAFSA:** Save your application frequently using the Save button at the bottom of the screen. That way, if you lose your Internet connection, you'll have a copy of the FAFSA data you've already entered.
- **Tip 3: Get Help:** To get an index of help topics, click on the Help button. You can also chat with a Customer Service representative directly over the Internet via the "Chat" button. If you need more help, call 1-800-4FED-AID.
- **Tip 4: Don't Erase Your Form:** Use with caution the button labeled "**Exit**". Selecting this button and answering, "OK" to the prompt that appears will erase all of the answers you've entered since the last time you saved your application.
- **Tip 5: Print Help Topics:** To print the text for a help topic of a Frequently Asked Question, open the help window and then:
 - ✓ For Windows users, press the Ctrl and P keys at the same time
 - ✓ For Mac users, press the command and P keys at the same time
- **Tip 6: Sign Your Application:** If you print the signature page, you and your parents (if you're dependent) need to sign it and mail it in. If you stated that you or your parents want to electronically sign your application, go to www.fafsa.ed.gov and follow the link to electronic signatures.

Note: If you do your application on paper and send it in, you can expect results in 6-8 weeks. If you do your application on line without pin numbers, your results will take 2-3 weeks. However, if you apply on line and both you and your parents sign the form using pin numbers, you will get your results in 24-72 hours!

- **Tip 7: Submit Your Application:** After you click on the Submit button, you will be taken to a new web page that confirms your submission and will give you a confirmation number. This page will also show the estimated Expected Family Contribution (EFC). Your school will use your **EFC** to determine the types and amounts of aid you're eligible to receive. Print a copy of the Confirmation Page for your records.

FAFSA Follow-up

- You'll receive a Student Aid Report (SAR) Information Acknowledgement in the mail or by e-mail depending on how you submitted your FAFSA. If you provided your e-mail address, you'll receive an e-mail with a link to your SAR on the Web.
- Review all of your answers on your SAR and make sure they are correct. If you estimated your income, compare your FAFSA answers to your tax return or other financial records, and correct any answers that are wrong.
- Return to www.fafsa.ed.gov after submitting your FAFSA to check on the status of your application.

*****There is no cost to apply for federal student aid.*****