

2018-2019 Financial Aid Office Welcome Letter

american
career
college

Student Name

Program

Admission Representative

Start Date

You have been scheduled for an appointment with the Financial Aid Office on _____.

Prior to your appointment, both you and your parent (if you are a dependent student) must apply for electronic FSAIDs at <https://fsaid.ed.gov>. The FSAID is an electronic password used to e-sign the Free Application for Federal Student Aid (FAFSA).

In addition, we recommend that you complete as much of your Free Application for Federal Student Aid (FAFSA) online as you can PRIOR to your financial aid appointment. The FAFSA can be accessed at <https://fafsa.gov>. You can save the online application without submitting if there are questions that you don't know how to answer. Answer as many questions as you can, and we will address your unanswered questions during your financial aid appointment so that you can finish and submit the FAFSA.

We recommend that you utilize the IRS Data Retrieval Tool when completing the FAFSA. The IRS Data Retrieval Tool allows you to obtain your tax information directly from the IRS online. You will be asked if you want to link to the IRS Data Retrieval Tool when completing your FAFSA on the web. If you are unable to utilize the Data Retrieval Tool, you will need to refer to the following to complete your FAFSA:

- ▶ Your (and your spouse's, if you are married) 2016 Federal Income Tax Return (e.g. IRS 1040, 1040A, 1040EZ).
- ▶ Your Parents' 2016 Federal Income Tax Return (if you are a dependent student) (e.g. IRS 1040, 1040A, 1040EZ).
- ▶ Your 2016 (and your parents', if you are a dependent student) W-2 forms and other records of money earned (if no tax return was filed).
- ▶ Your (and your parents', if you are a dependent student) 2016 untaxed income information.

Please bring the documents listed below with you to your financial aid appointment:

- ▶ Your Social Security card.
- ▶ Documentation of your U.S. Citizenship or Permanent Residency status.
- ▶ Your driver's license or other government issued photo identification.
- ▶ Parent's social security card and citizenship documentation (if you are a dependent student).
- ▶ PLUS Pre-Qualification Request (Parent loan pre-approval form signed by parent) if you are a dependent student and your parent wishes to be considered for a parent PLUS loan.

We will also ask you to provide:

- ▶ The names and contact information for four personal references (at least two must be relatives).
- ▶ Your email address, and (if you are a dependent student) your parent's email address.

We strongly recommend that dependent students bring your parent or parents with you to the financial aid appointment.

Overview provided by

FA print name

Date