

## STEPS FOR APPLYING FOR FINANCIAL AID

1. Determine if you are a dependent student or an independent student.

A student is only an independent student if he or she is:

- a. 24 or older at the beginning of the academic year
- b. Married
- c. Responsible for a dependent(s), for which the student provides more than 50% of support of
- d. A Veteran
- e. Homeless youth
- f. A Ward of the Court or was in legal guardianship
- g. An Orphan
- h. A graduate student

Dependent students must provide parent information on their FAFSA in order to complete their application.

Prior to applying for financial aid you must have the following information:

- Student/Parent PIN(s).  
If you do not have your PIN or your parent PIN, you can request a duplicate copy or request a new PIN at [www.pin.ed.gov](http://www.pin.ed.gov).  
**(It takes 1-3 days to get a new PIN. If you need a new PIN you can't submit your FAFSA until the new one is reactivated.)**
  - Student/Parent Social Security Numbers and Date of Birth
  - Driver's License (student)  
**\*Please be certain to enter your name/parent name(s) correctly as it is printed on your social security card\***
  - Amounts of pensions, child support paid and received
2. Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Click the orange button that says "Start Here."



3. After clicking Start Here, the following screen appears. Complete and click NEXT.

**STUDENT**

**Login**

**Student Information**

Form Approved  
OMB No. 1845-0001  
App. Exp. 12/31/2013

Instructions are provided for each FAFSA question in the Help and Hints section on the right side of the page and are also available by clicking **Need Help?** at the bottom of the page.

The student's first name  The student's full last name

The student's Social Security Number

The student's date of birth (mmddyyyy)

**NEXT**

**NEED HELP?**

**Help and Hints**

**The student's first name**

**You must enter the student's first name.**

Use the student's proper name, not a nickname. The student's first name must match the first name on his/her Social Security card.

The student's entry must contain only letters (A-Z), numbers (0-9), periods (.), apostrophes ('), dashes (-), or blanks (spaces). No other characters are allowed.

[More>>>](#)

**\*MAKE SURE YOU ENTER YOUR NAME CORRECTLY. \*(If you accidentally type this information incorrectly, your application will be rejected)**

4. Next select the correct academic year for which you are applying for.

**STUDENT**

**Get Started**

**Welcome, Student Last Name!**

**Fill out your FAFSA (Free Application for Federal Student Aid)!**  
To receive federal student financial aid, you need to fill out a FAFSA every school year. Let's get started.

**When are you attending college?**

Between July 1, 2012 and June 30, 2013? **START 2012-2013 FAFSA**

Between July 1, 2011 and June 30, 2012? **START 2011-2012 FAFSA**

If you are applying for a summer session, or just don't know which application to complete, check with the college you are planning to attend.

**Federal Student Aid PIN**

PIN Status: No PIN - Submit PIN Application [Apply For A PIN](#)

You do not have a PIN on file. You will need a PIN to sign your FAFSA electronically or make corrections to your FAFSA.

**NEED HELP?**

5. The next screen, asks for you to create a password. Then click NEXT.

**Start Your 2012-2013 FAFSA**

Form Approved  
OMB No. 1845-0001  
App. Exp. 12/31/2013

You must create a password. Don't forget the password you create, because you will need it if you save your FAFSA and want to return to it later.

Password

Re-enter Password

**NEXT**

**Help and Hints**

**Password**

**You must enter a password.**

The password must be between 4 and 8 characters long. You can use any combination of numbers and / or uppercase and lowercase letters. For example, the password "Student2" is different than the password "sTuDeNt2."

If you need to save the application and go back to it, you will be asked this password.

6. The next screen is the Introduction Page. It looks like this:

**START HERE GO FURTHER**  
FEDERAL STUDENT AID®

Free Application for FAFSA

**Contact Us** **Browse Help**

**Student Demographics** **School Selection** **Dependency Status** **Parent Demographics** **Financial Information** **Sig Sul**

**Introduction Page - 2012-2013 FAFSA**

Use the **Next** and **Previous** buttons to move from page to page in the form. If you use your browser's back and forward buttons to move from page to page, you may lose your data.

Additional information about *FAFSA on the Web*:

[How can I get help completing my FAFSA?](#)  
Instructions are provided for each FAFSA question in the Help and Hints section on the right side of the page and are available by clicking **Need Help?** at the bottom of the page. You can also [Contact Us](#) for additional help.

[How many steps does it take to complete?](#)

[How long will it take to complete?](#)

[Can I save my FAFSA if I can't finish it?](#)

[Documents needed to complete the FAFSA](#)

[Signing the FAFSA](#)


[FAFSA on the Web Security and Privacy](#)

**NEXT**

**EXIT**



Click NEXT.

7. The next page asks for your Name, Social Security Number, Date of Birth, etc. Complete and Click NEXT.



**START HERE  
GO FURTHER**  
FEDERAL STUDENT AID®

**FAFSA®**  
Free Application for Federal Student Aid

 **Contact Us** **Browse Help**

**Student Demographics**

School Selection

Dependency Status

Parent Demographics

Financial Information

Sign & Submit

Confirmation

**STUDENT**


**Student Demographic Information**

Your last name

Your first name

Your middle initial

Your Social Security Number

Your date of birth (mmddyyyy)  
 /  

Are you male or female?  
☐ Male ☐ Female

Your permanent mailing address (include apt. number)

Your city (and country if not U.S.) Your state

Your ZIP code

Have you lived in your state for at least 5 years?  
☐ Yes ☐ No

Your permanent telephone number  
( ) -

Your e-mail address

What is your marital status as of today?

Do you have driver's license information that you want to provide?  
☐ Yes ☒ No

**Help and Hints**

**Student's Date of Birth  
Question 9**

For an extra level of security, select the Virtual Keyboard icon and use your mouse to select the characters.

This is your date of birth in "mmddyyyy" format, and it must match **exactly** the date of birth on your Social Security card.

For example, if your birthday is **May 3, 1980**, enter **05031980**.

[More>>>](#)

**Hint: If you prefer to receive information by postal mail, leave your e-mail address blank.**

8. The next page looks like this. Complete and click NEXT.

**\*If you are male student, in order to receive financial aid you must register for selective service or receive an exemption from Selective Service.\***

Student Demographics	School Selection	Dependency Status	Parent Demographics	Financial Information	Sign & Submit	Confirmation
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**STUDENT**

**Student Eligibility**

Are you a U.S. citizen?  
Yes, I am a U.S. citizen (or U.S. national) ▾

Are you registered with Selective Service?  
☐ Yes ☒ No

Most male students must register with Selective Service to receive federal student aid. If you are not registered, select **Register me**.  
☐ Register me

When you begin college in the 2012-2013 school year, what will be your high school completion status?  
High school diploma ▾

When you begin the 2012-2013 school year, what will be your grade level?  
Never attended college/1st yr. ▾

When you begin the 2012-2013 school year, what degree or certificate will you be working on?  
Associate degree (occupational or technical program) ▾

Are you interested in being considered for work-study?  
Yes ▾

Will you have your first bachelor's degree before July 1, 2012?  
☐ Yes ☒ No

Highest school your father completed  
High School ▾

Highest school your mother completed  
College or beyond ▾

[PREVIOUS](#) [NEXT](#)

**Help and Hints**  
**Mother's Educational Level**  
**Question 25**

After you click NEXT, the following screen asks for your high school information. Complete and click **CONFIRM**.

Student Demographics	School Selection	Dependency Status	Parent Demographics	Financial Information	Sign & Submit	Confirmation
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**STUDENT**

**Student Eligibility continued**

Enter the name, city, and state of your high school, then click **Confirm**.

What is the name of your high school?  
▾

In what city is your high school located?  
▾

In what state is your high school located?  
Select ▾

[CONFIRM](#)

[PREVIOUS](#) [NEXT](#)

[NEED HELP?](#) [SAVE](#) [CLEAR ALL DATA](#) [VIEW FAFSA SUMMARY](#) [EXIT](#)

**Help and Hints**  
**Student's High School Name, City, and State**  
**Question 27**

STUDENT

Student Demographics
School Selection
Dependency Status
Parent Demographics
Financial Information
Sign & Submit
Confirmation

### Student Eligibility continued

Enter the name, city, and state of your high school, then click **Confirm**.

What is the name of your high school?

In what city is your high school located?

In what state is your high school located?

**CONFIRM**

We found 3 results that meet your criteria. To narrow your results, change the information in the entry fields above to better clarify your request and click **Confirm** again.

Click the **Select** link next to the correct high school to add it to your application. If your high school is not listed and you believe you entered the information correctly, click **Next** to continue.

Showing 1 - 3

	School Name	City
<a href="#">Select</a>	THORNTON FRACTNL NO HIGH SCHOOL	CALUMET CITY
<a href="#">Select</a>	THORNTON FRACTNL SO HIGH SCHOOL	LANSING
<a href="#">Select</a>	THORNTON TOWNSHIP HIGH SCHOOL	HARVEY

**PREVIOUS** **NEXT**

#### Help and Hints

##### Student's High School Name, City, and State Question 27

Enter the name, city, and state of the high school where you received or will receive your high school diploma.

Enter as much information as possible to receive the most relevant search results. For the high school name and city, you may enter the full name or commonly accepted abbreviations or aliases. For example, you can enter "Kennedy HS" for Kennedy High School, or "St.

Select your high school and then click NEXT.

- The next screen asks for you to select the colleges you want your FAFSA results to be sent to.

Contact Us
Browse Help
**SEARCH**

Student Demographics
School Selection
Dependency Status
Parent Demographics
Financial Information
Sign & Submit
Confirmation

### School Selection

*i*

based on the information you provided, we have determined that you may qualify for federal student aid. Continue through the application for us to determine how much aid you can receive.

☒

Application was successfully saved.

You can add up to 10 colleges to your FAFSA. If you know your college's school code, use the option to the right to search. If you need help finding your college, use the state (required), city (optional), and school name (optional) fields to begin your search.

State 
City  (optional)
School Name  (optional)

OR

Federal School Code

**SEARCH** [Search Tips](#) **SEARCH**

Click SEARCH.

	<b>Student Demographics</b>	<b>School Selection</b>	Dependency Status	Parent Demographics	Financial Information	Sign & Submit	Confirmation	
<b>STUDENT</b>	<h2 style="background-color: #0072bc; color: white; padding: 5px;">School Selection</h2> <div style="border: 1px solid green; padding: 10px; margin-top: 10px;"> <input checked="" type="checkbox"/> Search successfully completed. Check the Search Results table for schools meeting your search criteria.         </div> <p>You can add up to 10 colleges to your FAFSA. If you know your college's school code, use the option to the right to search. If you need help finding your college, use the state (required), city (optional), and school name (optional) fields to begin your search.</p> <div style="margin-top: 20px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> State <input type="text" value="Illinois"/>   City <input type="text" value="SOUTH HOLLAND"/> (optional)   School Name <input type="text" value="SOUTH SUBURBAN COLLEGE"/> (optional) </div> <div style="width: 10%; text-align: center; vertical-align: middle;">OR</div> <div style="width: 45%;"> Federal School Code <input type="text"/> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span style="border: 1px solid black; padding: 2px 5px;"><b>SEARCH</b></span> <a href="#">Search Tips</a> <span style="border: 1px solid black; padding: 2px 5px;"><b>SEARCH</b></span> </div> </div>							
	Select a school from the Search Results table and click <b>Add&gt;&gt;</b> to add a school to the Selected Schools table.							
	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="border: 1px solid gray; background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;"> <b>Sort By:</b> Best Match   <a href="#">School Name</a> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="padding: 5px;"> <input checked="" type="checkbox"/> SOUTH SUBURBAN COLLEGE            SOUTH HOLLAND, IL            Federal School Code: 001769 </td> <td style="vertical-align: bottom; text-align: center;"> </td> </tr> </tbody> </table> </div> <div style="width: 45%; text-align: center;"> <div style="border: 1px solid gray; background-color: #e0e0e0; padding: 5px; width: fit-content; margin: auto;">ADD &gt;&gt;</div> <div style="border: 1px solid gray; background-color: #fff9c4; padding: 2px 5px; font-size: small; margin-top: 5px;">Add</div> </div> <div style="width: 45%;"> <div style="border: 1px solid gray; background-color: #d9e1f2; padding: 5px; margin-bottom: 5px;"> <b>Selected Schools</b> </div> <div style="background-color: #fff9c4; padding: 10px; text-align: center;">             Select up to 10 schools               No schools selected </div> <div style="border: 1px solid blue; background-color: #d9e1f2; padding: 5px; margin-top: 10px; text-align: center;"> <a href="#" style="color: blue; text-decoration: none;">VIEW SELECTED SCHOOL INFORMATION</a> </div> </div> </div> <div style="display: flex; justify-content: flex-end; gap: 20px; margin-top: 20px;"> <span style="border: 1px solid black; padding: 2px 10px; background-color: #eee;">PREVIOUS</span> <span style="border: 1px solid black; padding: 2px 10px; background-color: #eee;">NEXT</span> </div>							<input checked="" type="checkbox"/> SOUTH SUBURBAN COLLEGE SOUTH HOLLAND, IL Federal School Code: 001769
<input checked="" type="checkbox"/> SOUTH SUBURBAN COLLEGE SOUTH HOLLAND, IL Federal School Code: 001769								

STUDENT

## School Selection Summary

For each school listed, select the appropriate housing plan from the dropdown list.

School Name	Federal School Code	Housing Plans	
SOUTH SUBURBAN COLLEGE	001769	<div> <div>Select</div> <div> On Campus  With Parent  Off Campus </div> </div>	<a href="#">Remove</a> <div> FIRST  UP  DOWN  LAST </div>

VIEW SELECTED SCHOOL INFORMATION

ADD A SCHOOL

PREVIOUS

NEXT

10. The next screen determines your dependency status.

The screenshot shows the 'Dependency Determination' screen in the FAFSA application. On the left is a vertical blue bar with the word 'STUDENT' in white. At the top is a navigation bar with tabs: 'Student Demographics' (highlighted in red), 'School Selection', 'Dependency Status', 'Parent Demographics', 'Financial Information', 'Sign & Submit', and 'Confirmation'. The main content area has a blue header 'Dependency Determination'. Below it are several questions with radio button options: 'Were you born before January 1, 1989?' (Yes/No), 'As of today, are you married?' (Yes/No), 'At the beginning of the 2012-2013 school year, will you be working on a master's or doctorate program...?' (Yes/No), 'Do you have children who will receive more than half of their support from you between July 1, 2012 and June 30, 2013?' (Yes/No), 'Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2013?' (Yes/No), 'Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training?' (Yes/No), 'Are you a veteran of the U.S. Armed Forces?' (Yes/No), 'At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?' (Yes/No), 'As determined by a court in your state of legal residence, are you or were you an emancipated minor?' (Yes/No), 'As determined by a court in your state of legal residence, are you or were you in legal guardianship?' (Yes/No), and 'On or after July 1, 2011, were you homeless or were you at risk of being homeless?' (Yes/No). At the bottom right are 'PREVIOUS' and 'NEXT' buttons. On the right side of the screen is a 'Help and Hints' box titled 'Student Born Before January 1, 1989? Question 45' with text explaining the pre-filled answer based on the date of birth question.

If you answer “No” to all of these questions, you will see the next screen:

The screenshot shows the 'Dependency Status Results' screen. At the top is the 'START HERE GO FURTHER FEDERAL STUDENT AID' logo and a 'Free Application' banner. Below this is a navigation bar with 'Contact Us' and 'Browse Help' buttons. The main navigation bar at the top has tabs: 'Student Demographics' (highlighted in red), 'School Selection', 'Dependency Status', 'Parent Demographics', and 'Financial Information'. The main content area has a blue header 'Dependency Status Results'. Below it is text stating: 'Based on your answers to the dependency status questions, you are considered a dependent student. This means you must provide parental information. Select "I will provide parental information" and click Next to continue to Parent Demographics.' It also includes a paragraph about special circumstances: 'If you have a special circumstance and are unable to provide parental information, under very limited circumstances, you may be able to submit your FAFSA without parental information. Select "I am unable to provide parental information" and click Next to get additional information.' Below this are two radio button options: 'I will provide parental information' (selected) and 'I am unable to provide parental information'. At the bottom right are 'PREVIOUS' and 'NEXT' buttons. At the very bottom is a blue bar with buttons: 'NEED HELP?', 'SAVE', 'CLEAR ALL DATA', 'VIEW FAFSA SUMMARY', and 'EXIT'. On the left is a vertical blue bar with the word 'STUDENT' in white.

Select I will provide parental information and Click NEXT.

If you select “I am unable to provide parental information, you will be given several screens, not shown here, that will give you additional information on how to proceed.



11. For Dependent Students the next screen will ask for parental information. If you are an Independent student, go to the section labeled “Student Instructions”

Complete and Click NEXT. **\*IF YOUR PARENTS ARE MARRIED OR REMARRIED YOU MUST REPORT INFORMATION FOR BOTH MOTHER/STEPMOTHER AND FATHER/STEPFATHER \***

Complete and Click NEXT.

Enter the parent PIN. And then click LINK to IRS. If your parent doesn't know their PIN they can apply for one on the link listed on this page or if a parent does not know their PIN, they can ask for a duplicate. **\*FAFSAs that are completed without PINs will not be considered complete. \***

Once you enter the parent PIN the next page looks like this:

Student Demographics School Selection Dependency Status Parent Demographics Financial Information Sign & Submit Confirmation

**PARENT**

**Leaving FAFSA on the Web**

You are now leaving *FAFSA on the Web* and will be transferred to the IRS Web site to access your IRS tax information. Your information will be saved and your *FAFSA on the Web* session will end.

Your saved FAFSA will automatically open either when you transfer your information from the IRS or choose to return to *FAFSA on the Web* from the IRS Web site. If you do not transfer your information or choose not to return to *FAFSA on the Web* from the IRS Web site, you will have to login to open your saved FAFSA.

Click **OK** to continue. Otherwise, click **Cancel**.

If you have any questions or problems using this tool, [Contact Us](#) for assistance.

**CANCEL** **OK**

Click OK. The next screen looks like:

Return to FAFSA | Log Out | Help

**IRS.gov**

**Get My Federal Income Tax Information**

See our [Privacy Notice](#) regarding our request for your personal information.

Enter the following information as it appears on your 2011 Federal Income Tax Return. ? Required fields \*

First Name \*  
Last Name \*  
Social Security Number \*  
Date of Birth \*  
Filing Status \* ?  
Address - Must match your 2011 tax return  
Street Address \*  
P.O. Box (Required if entered)  
Apt. Number (Required if entered on your tax return)  
Country \* United States  
City, Town or Post Office \*  
State/U.S. Territory \* Select One  
ZIP Code \*

**IRS**

**THIS U.S. GOVERNMENT SYSTEM IS FOR AUTHORIZED USE ONLY!**

Use of this system constitutes consent to monitoring, interception, recording, reading, copying or capturing by authorized personnel of all activities. There is no right to privacy in this system. Unauthorized use of this system is prohibited and subject to criminal and civil penalties.

**OK**

Select the button below to exit the IRS system and return to your FAFSA.

By submitting this information, you certify that you are the person identified. Use of this system to access another person's information may result in civil and criminal penalties.

**Return to FAFSA** **Submit**

[IRS Privacy Policy](#)

Click OK. Complete the form and then hit submit.

The next page on this webpage looks like this:

Click the box next to where it says, "TRANSFER MY TAX INFORMATION INTO THE FAFSA". (Blue Arrow)

Click the button that says "TRANSFER NOW" (Red Arrow)




[Return to FAFSA](#) | [Log Out](#) | [Help](#)  
[Español](#)

## Parent 2011 Federal Income Tax Information

The information below is your tax information that will help you answer some of the questions on the FAFSA.

	My Tax Information	FAFSA Question Numbers ?
Tax Year	2011	
Name(s)		
Social Security Number	*** - ** -	
Filing Status		
Type of Tax Return Filed	1040	Question 80 on the FAFSA
Adjusted Gross Income	\$30,133	Question 83 on the FAFSA
Income Earned From Work ?	\$30,133	Mother: Question 86 on the FAFSA or Father: Question 87 on the FAFSA
Income Tax	\$1,829	Question 84 on the FAFSA
IRS Exemptions	1	Question 85 on the FAFSA
Education Credits	\$0	Question 91a on the FAFSA
IRA Deductions and Payments	\$0	Question 92b on the FAFSA
Tax-Exempt Interest Income	\$0	Question 92d on the FAFSA
Untaxed IRA Distributions ?	\$0	Question 92e on the FAFSA
Untaxed Pensions ?	\$0	Question 92f on the FAFSA

 Print this page for your records before choosing an option below.

### Transfer My Tax Information into the FAFSA ?

☒ The tax information provided above will populate the answers to the appropriate FAFSA questions. After the FAFSA is populated your IRS session will end and you will return to your FAFSA. Check this box if you are choosing to transfer your information.

Transfer Now

### Do Not Transfer My Tax Information and Return to the FAFSA ?

☐ By clicking the "Do Not Transfer" button, you are choosing not to transfer your tax information electronically. Your IRS session will end and you will return to your FAFSA. You may still use this tax information to input the data into your FAFSA.

Do Not Transfer ?

Once you transfer the information, you will be brought back to the FAFSA webpage. Click NEXT.

P  
A  
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N  
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Student DemographicsSchool SelectionDependency StatusParent DemographicsFinancial Information

Parent Financial Information

☒ You have successfully transferred your 2011 IRS tax information.  
The mother's IRS tax information has been successfully transferred into this FAFSA. Questions that were populated with tax information will be marked with "Transferred from the IRS."

What type of income tax return did your mother file for 2011?  
Transferred from the IRS  
IRS 1040

What was your mother's adjusted gross income for 2011?  
\$30,133.00 Transferred from the IRS

How much did your mother earn from working (wages, salaries, tips, etc.) in 2011?  
\$30,133.00 Transferred from the IRS

As of today, is your mother a dislocated worker?  
Select

PREVIOUS

NEXT

The Next section looks like this. Complete and Click NEXT.

**Parent Financial Information continued**

Enter the amount of your mother's income tax for 2011.  
\$1,829 .00 **Transferred from the IRS**

Enter your mother's exemptions for 2011.  
1 **Transferred from the IRS**

Did your mother have any of the following items in 2011? Check all that apply and provide amounts.

**Additional Financial Information**

☒ American Opportunity, Hope or Lifetime Learning tax credits  
Education credits (American Opportunity, Hope or Lifetime Learning tax credits) from IRS Form 1040-line 49  
\$0 .00 **Transferred from the IRS**

☐ Child support paid

☐ Taxable earnings from Work-study, Assistantships or Fellowships

☐ Grant and scholarship aid reported to the IRS

☐ Combat pay or special combat pay

☐ Cooperative education program earnings

**Untaxed Income**

☐ Payments to tax-deferred pension and savings plans

☒ IRA deductions and payments to self-employed SEP, SIMPLE and Keogh  
IRA deductions and payments to self-employed SEP, SIMPLE, Keogh and other qualified plans from IRS Form 1040-total of lines 28+32  
\$0 .00 **Transferred from the IRS**

☐ Child support received

☒ Tax exempt interest income  
Tax exempt interest income from IRS Form 1040-line 8b  
\$0 .00 **Transferred from the IRS**

☒ Untaxed portions of IRA distributions  
Untaxed portions of IRA distributions from IRS Form 1040-lines (15a minus 15b). Exclude rollovers. If negative, enter a zero here  
\$0 .00 **Transferred from the IRS**

☒ Untaxed portions of pensions  
Untaxed portions of pensions from IRS Form 1040-lines (16a minus 16b). Exclude rollovers. If negative, enter a zero here  
\$0 .00 **Transferred from the IRS**

☐ Housing, food, and other living allowances paid to military, clergy, and others

☐ Veterans noneducation benefits

☐ Other untaxed income not reported such as workers' compensation or disability

As of today, what is your mother's total current balance of cash, savings, and checking accounts?  
\$0 .00

As of today, what is the net worth of your mother's investments, including real estate (not your mother's home)?  
\$0 .00

As of today, what is the net worth of your mother's current businesses and/or investment farms?  
\$0 .00

[PREVIOUS](#) [NEXT](#)

After selecting NEXT, the student financial information is next.

12. The Student Financial Information portion of the FAFSA follows:

- Select "Already Completed"- **Blue** Arrow
- Then answer the questions in the section where the **Red** Arrow is pointing; Most students will select "None of the above". If you select one of the other options you may not be able to use the tool.
- That will open up the section with the **Green** Arrow, where you will type in your pin and click on the button that says link to the IRS.

The screenshot shows the "Student Tax Information" section of the FAFSA application. The navigation tabs at the top are: Student Demographics, School Selection, Dependency Status, Parent Demographics, Financial Information, Sign & Submit, and Confirmation. The "Financial Information" tab is selected. On the left, a vertical blue bar contains the word "STUDENT".

Below the "Student Tax Information" header, there is a green box with a checkmark and the text: "Application was successfully saved."

Below that, a question asks: "For 2011, have you completed your IRS income tax return or another tax return?" with a dropdown menu showing "Already completed". A blue arrow points to this dropdown.

Below the question, there is a section titled "You may be able to use the IRS Data Retrieval Tool to view and transfer your tax information from the IRS." with a sub-instruction: "Check all that apply or check **None of the above**." There are five checkboxes: "My tax filing status is Married Filing Separately", "My tax filing status is Head of Household", "I filed an amended tax return", "I filed a Puerto Rican or foreign tax return", and "I recently filed my taxes". A red arrow points to the "None of the above" option, which is selected.

Below the checkboxes, there is a section titled "Based on your response, we recommend that you transfer your information from the IRS into this FAFSA." with the instruction: "Enter your PIN and click **Link To IRS**." There is a text input field for the PIN, a link "I Forgot/Don't Know My PIN", and a "LINK TO IRS" button. A green arrow points to the "LINK TO IRS" button.

On the right side, there is a "Help and Hints" section with the heading "None of the above". It contains text about the IRS Data Retrieval Tool and instructions on how to select the correct filing status.

Once you type in the PIN, you will be prompted to this page, you will click OK

The screenshot shows the "Leaving FAFSA on the Web" confirmation page. The navigation tabs at the top are: Student Demographics, School Selection, Dependency Status, Parent Demographics, Financial Information, Sign & Submit, and Confirmation. The "Financial Information" tab is selected. On the left, a vertical blue bar contains the word "STUDENT".

Below the "Leaving FAFSA on the Web" header, there is a message: "You are now leaving FAFSA on the Web and will be transferred to the IRS Web site to access your IRS tax information. Your information will be saved and your FAFSA on the Web session will end."

Below that, there is a message: "Your saved FAFSA will automatically open either when you transfer your information from the IRS or choose to return to FAFSA on the Web from the IRS Web site. If you do not transfer your information or choose not to return to FAFSA on the Web from the IRS Web site, you will have to login to open your saved FAFSA."

Below that, there is a message: "Click **OK** to continue. Otherwise, click **Cancel**."

Below that, there is a message: "If you have any questions or problems using this tool, [Contact Us](#) for assistance."

At the bottom, there are two buttons: "CANCEL" and "OK". A purple arrow points to the "OK" button.

You have now been redirected to the IRS website, and fill in the information **exactly** as you filed with the IRS. Then Click “Submit”

IRS.gov [Return to FAFSA](#) | [Log Out](#) | [Help](#) [Español](#)

### Get My Federal Income Tax Information

See our [Privacy Notice](#) regarding our request for your personal information.

Enter the following information as it appears on your 2010 Federal Income Tax Return. [?](#) Required fields \*

First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Social Security Number *	*** - ** - 5342
Date of Birth *	<input type="text"/> / <input type="text"/> / <input type="text"/>
Filing Status * <a href="#">?</a>	Select One <input type="text"/>
Address - Must match your 2010 Federal Income Tax Return. <a href="#">?</a>	
Street Address *	<input type="text"/>
P.O. Box (Required if entered on your tax return) <a href="#">?</a>	<input type="text"/>
Apt. Number (Required if entered on your tax return)	<input type="text"/>
Country *	United States <input type="text"/>
City, Town or Post Office *	<input type="text"/>
State/U.S. Territory *	Select One <input type="text"/>
ZIP Code *	<input type="text"/>

Select the button below to exit the IRS system and return to your FAFSA.

By submitting this information, you certify that you are the person identified. Use of this system to access another person's information may result in civil and criminal penalties.

[Return to FAFSA](#) [Submit](#)

Once you fill out your information you will be sent to this page, you will confirm the data that comes up and then check the box by the Yellow Arrow. Now click “**Transfer Now**” by the Red Arrow.

IRS.gov [Return to FAFSA](#) | [Log Out](#) | [Help](#) [Español](#)

### Student 2011 Federal Income Tax Information

The information below is your tax information that will help you answer some of the questions on the FAFSA.

	My Tax Information	FAFSA Question Numbers <a href="#">?</a>
Tax Year	2011	
Name(s)		
Social Security Number	*** - ** -	
Filing Status		
Type of Tax Return Filed	1040	Question 33 on the FAFSA
Adjusted Gross Income	\$30,133	Question 35 on the FAFSA
Income Earned From Work <a href="#">?</a>	\$30,133	Question 38 on the FAFSA
Income Tax	\$1,829	Question 36 on the FAFSA
IRS Exemptions	1	Question 37 on the FAFSA
Education Credits	\$0	Question 43a on the FAFSA
IRA Deductions and Payments	\$0	Question 44b on the FAFSA
Tax-Exempt Interest Income	\$0	Question 44d on the FAFSA
Untaxed IRA Distributions <a href="#">?</a>	\$0	Question 44e on the FAFSA
Untaxed Pensions <a href="#">?</a>	\$0	Question 44f on the FAFSA

Print this page for your records before choosing an option below.

**Transfer My Tax Information into the FAFSA [?](#)**

☒ The tax information provided above will populate the answers to the appropriate FAFSA questions. After the FAFSA is populated your IRS session will end and you will return to your FAFSA. Check this box if you are choosing to transfer your information.

[Transfer Now](#)

Once you transfer your data, it will be reflected on the FAFSA.

It will look like this:

START HERE  
GO FURTHER  
FEDERAL STUDENT AID

FAFSA®  
Free Application for Federal Student Aid

Contact Us Browse Help

Student Demographics School Selection Dependency Status Parent Demographics Financial Information Sign & Submit Confirmation

**Student Financial Information**

☒ You have successfully transferred your 2011 IRS tax information.  
Your IRS tax information has been successfully transferred into this FAFSA. Questions that were populated with tax information will be marked with "Transferred from the IRS."

What income tax return did you file for 2011?  
Transferred from the IRS  
IRS 1040

What was your (and your spouse's) adjusted gross income for 2011?  
\$30,133.00 Transferred from the IRS

**Help and Hints**  
Student's Type of 2011 Tax Form Used  
Question 33  
If you use the IRS Data Retrieval Tool and transfer your information from the IRS into your FAFSA, the answer to this question will be pre-filled and identified as "Transferred from the IRS."  
You must select the income tax return that you filed or will file for 2011:  
• IRS 1040

Complete the rest of the FAFSA application.

- Always refer to the Help and Hints section to assist you in clarifying what is requested for each question.
- Once all the data is updated make sure you have South Suburban College as a school and submit the application. South Suburban College's school code is **001769**
- Make sure you submit the application when you are done. You will get a confirmation page when the application is complete and submitted. It takes 5-7 business days for South Suburban to get your FAFSA information. Please check your SSC email to confirm that the Financial Aid Office has received your student aid report.

13. If you need help with the application, you have 3 options:

❖ Click on Contact Us for online help.



❖ Call 1-800-433-3243

❖ Use the Help and Hints section on the right hand side of your screen.

14. Select how you will provide your signature(s) and agree to terms.

- ❖ **Independent** students type in your PIN and click the sign button. (Green Arrow)
- ❖ **Dependent** students type in your PIN and click the sign button (Green Arrow) **AND** type in your parent's PIN then click the sign button (Purple Arrow)

Click on "SUBMIT MY FAFSA NOW" (Red Arrow). **\*MAKE SURE YOU GET A CONFIRMATION PAGE\***

Student Demographics	School Selection	Dependency Status	Parent Demographics	Financial Information
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### Sign & Submit

[VIEW OR PRINT YOUR FAFSA INFORMATION](#)

Are you a preparer?  
☐ Yes ☒ No

How do you (the student) want to provide your signature?  
☒ Sign Electronically With My PIN (Fastest) [Apply For A PIN](#)  
☐ Print A Signature Page  
☐ Submit Without Signatures

Student's Social Security Number

Student's last name

Student's date of birth

What is your (the student's) PIN?  
[Apply For A PIN](#)  
 [SIGN](#)

**READ BEFORE PROCEEDING**  
By signing this application electronically using your Federal Student Aid PIN or by signing a signature page and mailing it to us, YOU, THE STUDENT, certify that you

- will use federal and/or state student financial aid only to pay the cost of attending an institution of higher education,
- are not in default on a federal student loan or have made satisfactory arrangements to repay it,
- do not owe money back on a federal student grant or have made satisfactory arrangements to repay it,

Terms of Agreement - Student  
☐ Agree ☒ Disagree

How do you (the parent) want to provide your signature?  
☒ Sign Electronically With My PIN (Fastest) [Apply For A PIN](#) [I Forgot/Don't Know My PIN](#)  
☐ Print A Signature Page  
☐ Submit Without Signatures

Information about the Mother:  
Mother's Social Security Number

Mother's last name

Mother's date of birth

What is your (the parent's) PIN?  
[Apply For A PIN](#)  
[I Forgot/Don't Know My PIN](#)  
 [SIGN](#)

**READ BEFORE PROCEEDING**  
By signing this application electronically using your Federal Student Aid PIN or by signing a signature page and mailing it to us, YOU, THE PARENT, agree if asked

- to provide information that will verify the accuracy of your completed form
- to provide U.S. or state income tax forms that you filed or are required to file

You also certify that you understand that the Secretary of Education has the authority to verify information reported on your application with the Internal Revenue Service and other federal agencies.

Terms of Agreement - Parent  
☐ Agree ☒ Disagree

[PREVIOUS](#) [SUBMIT MY FAFSA NOW](#)

[NEED HELP?](#) [SAVE](#) [CLEAR ALL DATA](#) [VIEW FAFSA SUMMARY](#) [EXIT](#)



## AFTER APPLYING FOR FINANCIAL AID

1. It takes 5-7 days for South Suburban College to get your results.  
Check your SSC Portal and SSC email for information regarding your FAFSA application and eligibility. If you do not receive any information through your SSC email, contact the Financial Aid Office to make sure your data has been received by the college.  
  
**\*Please note, FAFSA data has to be downloaded into the SSC computer system, therefore there may be a delay between when your results are sent and when SSC actually receives the data.\***
2. New students must submit their official high school or GED transcripts to the Admissions Office before financial aid can be awarded.
3. Students must be in a degree seeking or long term certificate program in order to receive financial aid. (Financial aid does not cover the trucking program or C.N.A.)
4. To receive financial aid students must maintain satisfactory academic progress standards.
  - ❖ Maintain a 2.0 cumulative GPA
  - ❖ Complete 2/3rds of ALL courses attempted
  - ❖ Cannot exceed 90 attempted credit hours  
(The Paralegal, Court Reporting, and RN programs are allowed 105 credit hours)
5. Students who are selected for verification must provide a signed verification worksheet (located on the SSC website and in the Financial Aid Office) in addition to other documents.

### Examples of documentation:

IRS Tax transcripts	Birth Certificate	Ward of Court Documentation	DD214
W2(s)	Death Certificate	Citizenship Documentation	Soc. Security/Disability Benefits
Proof of Child Support Paid	Title IV Loan Default Letter	Marriage Certificate	Divorce/Legal Separation Paperwork

6. Once your financial aid is awarded, make sure to check your SSC portal to verify that payment has been applied to your account.
7. Know the Registration Deadlines. Each semester payment due dates for pre-registered classes are posted. Make sure your aid is applied before de-registration purges occur.
8. Be aware of Financial Aid deadlines. Financial aid must be finalized and applied to student accounts by the 10<sup>th</sup> business day of the semester. **ANY** registration after this date must be paid by the student.
9. AVOID STUDENT BILLS!
  - ❖ **Attend classes.** If you never attend the classes you are registered for, your aid will be reduced.
  - ❖ **Don't withdraw.** Withdrawing from all classes before 60% of the semester causes a prorated reduction in your award amount, in addition to affecting your completion rate.
  - ❖ **Know Your Award Amount** – Changing enrollment status (ex. Full time to Part time) changes your award amount, so be aware of this when buying supplies in the bookstore. Overspending will cause a bill.