

Instructions for
Completing the Free Application for Financial Student Aid (FAFSA)
(Financial aid is available for those who qualify)

1. Log onto to www.fafsa.ed.gov
2. Click Start New FAFSA
3. Click 2019-2020 FAFSA
4. Create a Save Key
5. Enter all personal information and continue
6. Enter federal school code 031795
7. From drop down menu select “living off campus” or “living with parent”
8. If taxes have been completed, select already completed taxes from the drop down menu
9. Select filing status
10. Answer questions pertaining to IRS Data Retrieval Tool
 - 11(a). If you answer “no” to all questions, click on Link to IRS; then click ok
11. Enter the address used when filing your 2017 tax return; then click submit
12. If you see the tax information, select Transfer my tax information to FAFSA
13. Click transfer now
14. Review entered information and until you come to signature page
15. On signature page select agree
16. Click Submit my FAFSA