

Meeting the Priority Filing Deadline: Step by Step Directions for Completing the FAFSA

- Date** **The online FAFSA for the 2013-2014 academic year is available beginning January 1st, 2013.**
- _____ Step 1 Start as early as possible. Contact your university Financial Aid Office to determine the Priority Filing Deadline.
- Note: UNM's Priority Filing Deadline is March 1st, 2013.**
- _____ Step 2 Locate a computer that has internet access (possible locations are at the library, school, or American Indian Student Services – 1119 Mesa Vista Hall)
- _____ Step 3 You and one of your parents must obtain a **FAFSA PIN** by going online to PIN.ED.GOV:
- Select **"Apply for a PIN"**, then press "Next"
 - Enter personal information
 - You may choose to create your own four digit PIN, then press "Next"
 - Submit your PIN Application, then you will receive a PIN Application Confirmation
 - You may utilize your PIN to electronically sign your FAFSA while it is being verified by the Social Security Administration (SSA), which may take 1-3 days
 - **SAVE YOUR PIN(S)** in a secure place because you will use the same PIN(s) to electronically sign your application **every year** while attending college
- _____ Step 4 Gather and organize the following items for you and your parents:
- Start with your Social Security Number
 - Make sure it is correct
 - Locate your Driver's License (if you have one – student only)
 - 2012 W-2 Form(s) and other records of money earned
 - 2012 Federal Income Tax Return(s) (IRS 1040, 1040A, or 1040EZ)
 - **IMPORTANT: Parents should file taxes close to FEB 1st, 2013**
 - 2012 Untaxed Income Records, for example:
 - Veteran's Non-Education Benefit Record(s)
 - Child Support Paid or Received
 - Worker's Compensation
 - Current bank statements
 - Current investment (stocks, bonds, etc.), business, and/or farm information
- _____ Step 5 Go online to FAFSA.ED.GOV to complete your online **2013-2014 FAFSA** application:
- Click on **"Start Here"**
 - Enter your Social Security Number, your first and last name, your Date of Birth, then press "Next"
 - Click on **"START NEW FAFSA"** under the tab, "2013-2014"
 - Create a password 4-8 characters
 - The password you create is to allow you to save and come back to your online application as needed
 - Then press "Next"
 - Read instructions and helpful tips about the FAFSA, then press "Next"
 - Begin entering your information

- According to the 2013-2014 online FAFSA application, you will complete the following 6 steps:
 - Step 1: Student Demographics
 - Step 2: School Selection - note school code(s) and housing plans.
 - Note: UNM's school code is 002663
 - Step 3: Dependency Status
 - Step 4: Parent Demographics
 - Step 5: Financial Information (Utilize 2012 Tax Information for you & parents)
 - Step 6: Electronically sign your FAFSA with your **PIN** and your parent's **PIN** then press "**SUBMIT MY FAFSA NOW**"
- If you have any questions as you fill out the worksheet, you may contact the Financial Aid Office* of the school you plan to attend or FAFSA's Customer Service line at 1-800-4-FED-AID (1-800-433-3243)

- _____ Step 6 Once you have electronically submitted your FAFSA application, you will receive a confirmation page at the end of the process that lists the date and time of submission and your EFC number
 - Immediately print for your records or email to yourself and store in a secure place
- _____ Step 7 You will receive a **Student Aid Report (SAR)** from the U.S. Department of Education via email
 - This is confirmation that your application has been processed by the U.S. Department of Education
 - If you need to make corrections, you may make them on the SAR and resubmit it to the U.S. Department of Education:
 - This is your chance to review everything on the SAR and to make sure it is accurate
 - If you do NOT send the SAR back to the U.S. Department of Education, they will assume your application is correct and complete, and will send your application to the various schools you listed
 - Print the Student Aid Report (SAR) and store in a secure place
- _____ Step 8 Contact the Financial Aid Office(s)* of the school(s) you applied to:
 - Make sure they have received your 2013-2014 FAFSA application
 - **Check to see if they need any additional documentation to complete your financial aid file.** If so, then your application is considered incomplete until all requested documents are submitted.
 - **IMPORTANT: UNM Financial Aid File must be COMPLETE prior to MAR 1st, 2013 for priority consideration**
- _____ Step 9 Receive your Financial Aid Award Letter
 - If you have questions about your Award Letter, contact the Financial Aid Office(s)* of the school(s) you are applying to
- _____ Step 10 Set up an appointment to meet with a Financial Aid Officer to answer further questions about your file and your options for paying for school
 - REMEMBER to submit your scholarship applications in advance of the deadlines

* UNM's Student Financial Aid Office may be reached at 505-277-8900 or by visiting OneStop (UNM Main Campus)