

## Independent Student Instruction Letter

To apply for financial aid for 2009-2010 school year:

1. Prior to completing the FAFSA application, you need to apply for a PIN at [www.pin.ed.gov](http://www.pin.ed.gov) if you do not have a PIN or have lost your PIN from last year. You will receive your PIN in real-time, so you can use the PIN immediately to sign your FAFSA.
2. After you receive your PIN, complete your new (or renewal) FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) by following the on-screen instructions. Need assistance? Click on “CHAT” link to chat online with a customer service representative or call 1-800-433-3243. Be sure to include Faulkner University’s school code (**001003**) as one of your college choices in Step 6.
3. After you complete the FAFSA, access our school website [www.faulkner.edu](http://www.faulkner.edu). Select **University Services/Financial Aid**. From the left side bar, select **Financial Aid Forms** to print and complete the following 2009-2010 forms:
  - a. Financial Aid Data Form
  - b. Alabama Student Grant Program Application (if you have been a resident of Alabama for the past 12 months) **Note: for undergraduate students only.**
  - c. Documentation of Alabama Residency: list of accepted proofs for State Grant (5 proofs required). If you received the Alabama State Grant for 2008-2009, you will not need to provide the five proofs again for 2009-2010.
  - d. Loan Information Sheet (new students must also do the Master Promissory Note and Entrance Interview (see Step 4 below)
  - e. Authorization and Request for Release of Financial Aid Records and Information
4. To apply for a student loan, return to our financial aid home web page and select **Loan Information** from the sidebar. Read the information concerning student loans. Click on the “*Click here to Apply*” link to apply, pick a lender. You will be redirected to another website where you will complete an entrance interview before completing the Master Promissory Note.
5. If you are selected for verification, you must submit a **SIGNED** copy of tax returns, W-2’s, and a Verification Worksheet.
6. Also submit a readable copy of your driver’s license and social security card.

**Mail all correspondence and forms to:**  
Faulkner University Financial Aid Office  
5345 Atlanta Hwy  
Montgomery, AL 36109

**Questions?** Email us at [finaid@faulkner.edu](mailto:finaid@faulkner.edu) or call (334) 386-7195.

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