

New Dependent Student Instruction Letter

To apply for financial aid for **2011-2012** academic year:

1. Prior to completing the **FAFSA** application, you and your parent need to apply for a **PIN** at www.pin.ed.gov . You will receive your PIN in real-time, so you and your parent can use the **PIN** immediately to sign your **FAFSA**.
2. After you receive your **PIN**, complete the **FAFSA** at www.fafsa.ed.gov by following the on-screen instructions.
3. Be sure to include Faulkner University's school code (**001003**) as one of your college choices in Step 6.
4. After you complete the **FAFSA**, access our school website www.faulkner.edu. Select **University Services/Financial Aid**. From the left side bar, select **Financial Aid Forms** to print and complete the following **2011-2012** forms:
 - a. Alabama Student Grant Program Application (if you have been a resident of Alabama for the past 12 months)
 - b. Documentation of Alabama Residency: list of accepted proofs for State Grant (5 proofs required)
 - c. Authorization and Request for Release of Financial Aid Records and Information
 - d. Federal Work-Study Application
5. If you are selected for verification, you must submit a **SIGNED** copy of your parents and your **2010 Federal** tax returns, W-2's, and a Dependent 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 Highway
Montgomery, Al. 36109

7. To apply for a student loan, go to www.studentloans.gov to complete the Entrance Counseling and a Master Promissory Note online. You will use the same **PIN** for this that you used for the **FAFSA**. Complete the Student Loan Information Sheet, which can be printed from **Financial Aid Forms** list, to indicate the amount that you wish to borrow.
8. To apply for a parent **PLUS** loan for **2011/2012**, go to www.studentloans.gov. Your parent will need to complete the **PLUS LOAN APPLICATION** first, and then they will need to complete the **PLUS LOAN MASTER PROMISSORY NOTE** that is also located on this website. Complete the Parent Plus Loan Information Sheet, which can be printed from **Financial Aid Forms** list, to indicate the amount that you wish to borrow.

Questions? Email us at faid@faulkner.edu or call (334) 386-7195

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