

Independent Student Instruction Letter

To apply for financial aid for **2017-2018** school year:

- Log into www.fafsa.ed.gov to create your FSA ID.
- Create a username and password, and enter your e-mail address
- Enter your name, date of birth, Social Security number, contact information, and challenge questions and answers.
- If you have a Federal Student Aid Pin, you will be able to enter it and link it to your FSA ID. You can still create an FSA ID if you have forgotten or do not have a pin.
- Complete your new (or renewal) **FAFSA** at 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**. To simplify the process of your financial data, we recommend you use the **IRS DATA RETRIEVAL TOOL** when completing the income tax portion of the FAFSA. If unable to use the **IRS DRT**, go to www.irs.gov, under the Tools heading, click “Get a Tax Transcript,” click “Get Transcript ONLINE.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Account Transcript..
- After you complete the **FAFSA**, access our school website www.faulkner.edu. Under **Quick Links**, select **Tuition/Financial Aid**. From the left side bar, select **Financial Aid Forms**, go to **Annual Forms** to print and complete the following **2017-2018** forms:
 - a. Alabama Student Grant Program Application (if you have been a resident of Alabama for the past 12 months) **Note: for undergraduate students only.**
 - b. Documentation of Alabama Residency: list of accepted proofs for State Grant (5 proofs required). If you received the Alabama State Grant for **2016-2017**, you will not need to provide the five proofs again for **2017-2018**.
 - c. Loan Information Sheet
- **If you have never applied for a student loan, go to “www.studentloans.gov”. You will need to complete the Entrance Counseling and the Master Promissory Note that is located on this website. To sign the Master Promissory Note you will use your FAFSA ID.**

If you are selected for verification, we will notify you of other documents we will need.

Mail all correspondence and forms to:

Faulkner University
Financial Aid Office
5345 Atlanta Hwy
Montgomery, AL 36109

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

You can fax all forms to 334-386-7201