

# New Dependent Student Instruction Letter

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

- Log into [www.fafsa.ed.gov](http://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.
- 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 **DATA RETRIEVAL TOOL**, a **2015 Tax Return Transcript** can be obtained at [www.irs.gov](http://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](http://www.faulkner.edu). Select **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:
  - Alabama Student Grant Program Application (if you have been a resident of Alabama for the past 12 months)
  - Documentation of Alabama Residency: list of accepted proofs for State Grant (5 proofs required)
  - Federal Work-Study Application

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

- To apply for a student loan, go to [www.studentloans.gov](http://www.studentloans.gov) to complete the Entrance Counseling and a Master Promissory Note online. You will use the same **FSA ID, USER NAME, AND PASSWORD** for this that you used for the **FAFSA**. Complete the Student Loan Information Sheet, which can be printed from the **Forms** list, to indicate the amount that you wish to borrow.
- To apply for a parent **PLUS** loan for **2017-2018**, go to [www.studentloans.gov](http://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 the **Financial Aid Forms** list, to indicate the amount that you wish to borrow.

## Mail all correspondence and forms to:

Faulkner University  
Financial Aid Office  
5345 Atlanta Highway  
Montgomery, Al. 36109  
Fax #: 334-386-7201    Email: [faid@faulkner.edu](mailto:faid@faulkner.edu)

**Questions?** Email us at [faid@faulkner.edu](mailto:faid@faulkner.edu) or call (334) 386-7195  
**You can fax all forms to 334-386-7201**

