5 STEPS TO APPLY FOR YOUR 2022-2023 FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

General Information:
- Apply early and watch for any deadline dates
- Never pay to file a FAFSA
- Students need to apply every academic year
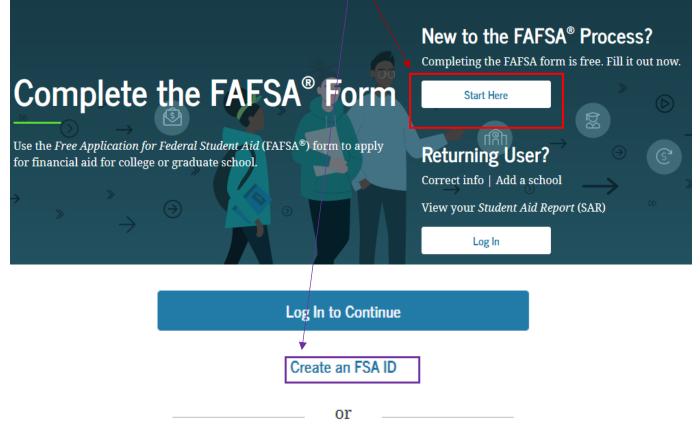- Make sure information provided on the FAFSA is accurate

STEP 1: | **Get organized!** To complete the FAFSA you will need information from your 2020 federal tax return. This includes your federal tax return 1040, schedules 1, 2, and 3; W-2s from each job worked in 2020; unemployment, child support, etc. If you are a dependent student, (under the age of 24, single, no dependents, not a veteran) you will also need your parents' 2020 federal tax returns and income information.

STEP 2: | **Create a FSA-ID** which is necessary to sign your FAFSA. If you are a dependent student, one of your parents will also need to create a FSA-ID of their own. To create your FSA-ID go to **www.fafsa.ed.gov**;
1. **On the home page, click "Start Here"**
2. **Indicate whether you are the student or parent**
3. **On the Login screen, click on "Create One"**

After you set up your FSA-ID and have established your personal username and password, keep it in a secure place. Your username does not expire, but your FSA ID password will expire every 18 months.

STEP 3:

Complete the FAFSA. Once you have created your FSA ID, log in to the FAFSA using your FSA ID username and password. Click **Start a New FAFSA** and make sure you are completing the correct year**.** You will be prompted to enter a Save Key that will you to save and finish your FAFSA at a later time or make corrections.

NOTE: Complete every question and enter zero instead of leaving a box blank. The 'Help and Hints' box displays may help you to complete a question. **Nicolet's School Code is 008919**.

STEP 4:

At the end of your FAFSA application you will agree to terms, sign, and submit the FAFSA. For dependent students, the parent with the FSA-ID will choose if they are parent 1 or parent 2 and enter their user name and password; agree to terms; sign; and submit the FAFSA.

 You should then see a page confirming that your application has been received. Print or save the confirmation page for your records.

STEP 5:

Review your Student Aid Report (SAR). You'll receive the SAR via e-mail once you complete the FAFSA. Review the SAR carefully and verify the information is correct. If you see incorrect information, make corrections on your FAFSA by returning to **www.fafsa.ed.gov**. Keep the SAR for your records. A corrected SAR will be issued when changes are made. The Nicolet Financial Aid office will receive your information electronically from the U.S. Department of Education.
Please keep in mind that it generally takes **at least two business days** for the Financial Aid office to receive your FAFSA.

The Department of Education randomly selects people for verification wherein you may need to complete additional documents. Nicolet College will notify you with a Missing Information Letter if there is any further information needed.

If you were not selected for verification and you registered for classes in an approved program, the financial aid office will review your FAFSA information, process your financial aid, and e-mail you with additional information.