

FAFSA FILING INSTRUCTIONS – 2012-2013

Delaware College of Art and Design (DCAD) is pleased to offer detailed step-by-step instructions from the FAFSA Website to help you file your 2012-2013 FAFSA. The FAFSA Web site is www.fafsa.ed.gov.

I. Before Beginning a FAFSA

- **Get organized!** To simplify the application process, gather required documents and other information ahead of time. File ASAP by March 15 for DCAD Priority Financial Aid Packaging and to meet State AID Deadlines.
- **Determine your dependency status.**
- **Complete 2012-13 FAFSA on the Web Worksheet.** (Emailed to you.)
- **DCAD's School Code is: 041398.**
- Students need to **apply for a PIN**, available at www.pin.ed.gov. Keep the PIN number in a safe place. The PIN will be used to sign online later in the process. If a student is a dependent, a parent can apply for a PIN also at www.pin.ed.gov.

II. Filling Out a FAFSA

- **Fill out the FAFSA application at www.fafsa.ed.gov.** The FAFSA contains questions that ask about you, your financial information, your school plans and more. The 2012-13 FAFSA is used to file for Fall 2012, Spring 2013 and Summer 2013 financial aid.
 - a. **Create a FAFSA User ID and Password** to start the FAFSA process.
 - b. **Answer challenge questions for security purposes.** Be sure to remember your answers so if FAFSA Online Security asks later you can enter correctly. The DCAD Financial Aid Office recommends using something easy to remember and use all lower case letters – challenge answers are case sensitive!
 - c. **Call the FAFSA Helpline at (800) 433-3243 for FAFSA online assistance** or to check status of the submitted FAFSA.
 - d. Enter Student and Parent (if student is a dependent) **2011 Federal Tax Information** (example: 1040, 1040a, or 1040EZ) on 2012-13 FAFSA.
 - If 2011 Federal Taxes are not done yet, use the 2011 W-2 Forms to enter income information and make corrections to your FAFSA. Don't forget to update the information after filing taxes; the updated FAFSA may offer more financial aid eligibility!
 - f. **Enter DCAD School Code in Section 5: 041398.**
 - g. **Enter a good, working email** for where you want your FAFSA results and financial aid award package sent.
 - h. **Save each page as you complete each page.** You can Save FAFSA to finish later if necessary.
 - i. Students can **Sign Electronically With PIN** or a parent can Sign Electronically With PIN. Remember, if the student is a dependent, then parents can create and use a PIN.
 - j. When the FAFSA is submitted a **"FAFSA Submitted Confirmation Page"** will appear.
 - k. Be sure to **print the "FAFSA Successfully Submitted Confirmation Page"** for your records. Remember to exit your save and submitted FAFSA.
 - l. To open your saved FAFSA or Correction Application, you will need the student user ID and password to access the saved FAFSA.

III. FAFSA Follow-Up

- **View your FAFSA results online by entering student user ID and password.** The site will show the status of the application, and allow corrections to be made to a processed FAFSA as well as offer other information.
- **Once the FAFSA is submitted**, the DCAD Financial Aid Office will retrieve FAFSA results, package the 2012-13 Financial Aid and email out the 2012-13 Financial Aid Award Letter.
- **Questions may be directed to: 302.622.8867, ext. 105 for Ruth Graham-Hayes, Financial Aid Counselor or ext. 122 for Teresa Haman, Financial Aid Director.**