



**Arlington Baptist University**

*"Preparing Worldchangers"*

## **FAFSA GUIDE**

### **Step 1: Everyone needs an FSA ID**

You will need a FSA ID to access Federal Student Aid's online systems, and it will serve as your legal signature. You must have a Social Security number to create a FSA ID. If you are a dependent student, you and your parent will need to create your own unique FSA IDs. If you believe you are not a dependent student, visit [StudentAid.gov/dependency](http://StudentAid.gov/dependency).

### **Getting Started:**

Go to: [fsaid.ed.gov/npas/index.htm](http://fsaid.ed.gov/npas/index.htm)

Everything you need to do to receive a FSA ID is located on [fsaid.ed.gov/npas/index.htm](http://fsaid.ed.gov/npas/index.htm). Click on "Create an FSA ID Now."

### **Filling out your FAFSA:**

You should fill out your FAFSA as soon as possible! Students in their senior year of high school should submit the FAFSA on or after October 1<sup>st</sup> and each subsequent year in college. While the federal government has a 21-month application cycle for the FAFSA, state governments and many states have deadlines in February and March. Each state and school has its own financial aid deadline. Some states even award state aid on a first come, first served basis, so don't wait!

ABU's priority deadlines for federal and institutional aid are as follow:

Summer Term – March 15

Fall Term – June 1

Spring Term – September 1 (if not previously applied)

### **Step 2: You Have a FSA ID! Now What?**

Email Confirmation – you will receive a confirmation email with the subject line "Important: Your FSA ID E-mail Validation – Action Required" once you've completed your FSA ID registration.

Text Message Confirmation – You will receive a text message with a secure code you will need to enter to verify your mobile phone number.

How to use your FSA ID – you can use it to log in to [FAFSA.gov](http://FAFSA.gov) to complete, sign, and submit your new FAFSA!

When to start using your FSA ID – Confirmation will take one to three days, and you will receive an email from the Social Security Administration informing you of the result, titled "Important: Your Social Security Administration (SSA) Results – Successful." You can also check the status of your confirmation by logging in at [FSAID.ed.gov](http://FSAID.ed.gov) using the "Manage my FSA ID" tab. You can make any changes needed there. If all of your information is correct and you have still not received confirmation, you will need to call your local SSA office at 1-800-772-1213 or visit [www.ssa.gov](http://www.ssa.gov).

### **Financial Aid Office**

3001 West Division | Arlington, TX 76012 | 817.987.1706 | [jrocha@abu.edu](mailto:jrocha@abu.edu)



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Where to use your FSA ID – you can access all Department of Education websites with your FSA ID including:

- FAFSA.gov
- myStudentAid mobile app
- National Student Loan Data System – [studentaid.gov/h/manage-loans](http://studentaid.gov/h/manage-loans)
- [Studentloans.gov](http://Studentloans.gov)

### **Step 3: Completing the FAFSA**

As you start to fill out the FAFSA, you will need to provide: **Email address** – do not use the same email address as your parent! Make sure you have access to the email address you provide, so you can check for emails regularly. **FSA ID username** – don't include personal information in your username such as date of birth or name. **FSA ID password** – make sure to store your password in a safe place. **Social Security Number, date of birth and name** – confirm your profile information, create challenge questions and answers, review and agree to terms for using your FSA ID.

**Providing Financial Information** – For the 2021-2022 FAFSA, you will need 2019 tax information. The IRS Data Retrieval Tool (IRS DRT) is very helpful for finding out your tax information and will help save you time and effort! For more information, please access the following link: [StudentAid.ed.gov/sa/fafsa/filling-out#irs-drt](http://StudentAid.ed.gov/sa/fafsa/filling-out#irs-drt)

**List Your College/University** – The schools you list will receive your FAFSA information and determine what amounts of aid you may be eligible for. To send your FAFSA to ABU, you must enter the following school code: **014305**.

**Signing the FAFSA** – In order for your FAFSA to be processed, you will need to sign and submit it. Your FSA ID acts as your legal signature. If you are a dependent student and your parent(s) do not have an FSA ID, you will be required to mail a signature page.

### **Step 4: Signing the Master Promissory Note (MPN)**

If you plan on using Federal Loans, you will need to complete the Master Promissory Note. All new students **MUST** sign the MPN at [www.studentloans.gov](http://www.studentloans.gov). Even though, you have completed your FAFSA, no funds will be disbursed until the MPN has been signed. You will need your FSA ID and password.

### **Step 5: Complete the Entrance Counseling**

- All new students **MUST** complete the Entrance Loan Counseling.
- If you have not previously received a Direct Loan, the Federal Government requires you to complete entrance counseling to ensure that you understand the responsibilities and obligations you are assuming.
- If you are completing entrance counseling to borrow a loan as an undergraduate student, then the entrance counseling will fulfill counseling requirements for Direct Subsidized Loans and Direct Unsubsidized Loans.

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- If you are completing entrance counseling to borrow a loan as a graduate or professional student, the entrance counseling will fulfill counseling requirements for Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct PLUS Loans.

### **Step 6: Student Portal Financial Aid – Accept or Decline Loans**

Once your financial aid has been awarded, you will be able to view it in your Student Portal under My Financial Aid. You **MUST** choose to accept or decline the loans to complete the financial aid packaging.

**Until all 6 steps are completed, no financial aid package will be disbursed for the student. For all further questions regarding financial aid, please see our website at [www.abu.edu](http://www.abu.edu) .**

### **Step7: Complete a Parent Plus Loan: (if you need additional funds)**

1. [www.studentloans.gov](http://www.studentloans.gov)
2. The parent with the FSA ID applies for the loan (if the other parent wants to apply, that parent must create an FSA ID, then apply for the Plus Loan).
3. Fill out the application and submit.
4. If denied, check "do not pursue Parent Plus Loan".
5. If approved, check the amount needed.
6. If parent is approved, you must sign the Master Promissory Note for the Parent Plus Loan at [www.studentloans.gov](http://www.studentloans.gov).

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*Information obtained from FormYourFuture.org.*

*To learn more about the FAFSA, contact the Federal Student Aid Information Center by email, phone, or live chat: [StudentAidHelp.ed.gov](http://StudentAidHelp.ed.gov).*

*Browse all resources available in the Federal Student Aid Financial Aid Toolkit: [FinancialAidToolkit.ed.gov/tk/resources/all.jsp](http://FinancialAidToolkit.ed.gov/tk/resources/all.jsp).*

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