INSTRUCTIONS ON APPLYING FOR THE FAFSA
SCHOOL CODE 013603 (*listed under Michigan Institute of Aviation or MIOA*)

How to apply for FAFSA online (you will need your 2014 taxes if you are required to file):

1. Go to www.fafsa.ed.gov. **PLEASE NOTE:** The FAFSA does not cost anything to complete. Make sure you use the correct website when entering your personal information.

2. Click on fill out your FAFSA. Select 2015-2016 FAFSA - if you filed a FAFSA last year, you will be given the option to use a pre-filled 2015-2016 FAFSA. Choosing yes will pre-fill information from last year. Your FSA ID is required to use the pre-fill option.

3. During the application process you will be asked which college(s) you want to receive your FAFSA. Make sure you include MIAT by adding our school code – **013603** *(**PLEASE NOTE**: You must search **Michigan Institute of Aviation** or **MIOA** which is our Corporate Name. If you search by any other name it will not recognize the school).*

4. When it asks for your financial information, if you are eligible to use to the IRS data retrieval tool, click the "Link to IRS" button. You will then be prompted to fill in your filing status and address from your tax return. After you click submit, make sure you **check the box** to "Transfer my tax Information into the FAFSA" and then click "Transfer Now." (If you are a dependent student, you will need to complete the same steps for your parent's tax information.

5. You will be asked how you wish to sign your FAFSA. If you have a Federal Student Aid ID, you may electronically sign the FAFSA. Students and parents may apply for a FSA ID. The FAFSA is not valid until both the student and parent (of a dependent student) signatures are received. Lack of signature(s) is a common error and may result in a delay in processing your FAFSA.

6. Make sure at the very end, you click "Submit my FAFSA now". After you have submitted your FAFSA, you will be provided with your confirmation number as well as your Estimated Family Contribution (EFC). The EFC will be used to determine your eligibility for financial aid. Print and save your confirmation page.

7. **IMPORTANT:** Review your Student Aid Report (SAR). Online filers should receive an email with a link to your SAR within 3 to 5 business days. It is your responsibility to be sure this is received, reviewed, and corrected if necessary. If you do not receive the SAR, please call 1-800-433-3243.

8. Bring a copy of your SAR when you come to the financial aid department.