

**HELPFUL HINTS**  
**APPLYING FOR FINANCIAL AID AT HOPE COLLEGE**

**PRIORITY FILING DEADLINE IS MARCH 1, 2012**

- You **MUST** complete **BOTH** the *Hope College Supplemental Application for Financial Aid (SAF)* and the *Free Application for Federal Student Aid (FAFSA)* to be considered for all aid resources.
- **Complete the Hope SAF and the FAFSA at the same time** to ensure your answers are consistent.
- **BOTH YOU (THE STUDENT) AND ONE PARENT MUST SIGN BOTH FORMS** (unless you are filing as a self-supporting student).

**FILING YOUR 2012-13 FAFSA ONLINE**

Submit your 2012-13 FAFSA online at [www.fafsa.gov](http://www.fafsa.gov). Click the "Start Here" button. Once logged in, select the 2012-13 FAFSA option.

**Important Note:** *You and one of your parents must each apply for a Federal PIN to submit the FAFSA online.* When filing online, you and your parent are both prompted to apply for a PIN if you don't already have one. The PIN serves as an electronic signature on the FAFSA application for you and your parent. When you or your parent applies for a PIN, you are asked to provide your social security number, name, date of birth, mailing address, and email address.

Should you have questions regarding the federal PIN, go to [www.pin.ed.gov](http://www.pin.ed.gov).

**FAFSA CHECKLIST**

- ❑ Prior to filing the *FAFSA*, complete the *FAFSA ON THE WEB WORKSHEET* available at [www.fafsa.gov](http://www.fafsa.gov)
- ❑ Enter your name on the FAFSA as it appears on your Social Security Card. Correctly enter your Social Security Number and birth date. An incorrect number or date of birth causes the application to reject and delays processing.
- ❑ Use finalized 2011 federal tax return information if possible. If final figures are not available prior to March 1, use estimated figures to complete the FAFSA. Once your returns are completed, you must review and correct your FAFSA information online at [www.fafsa.gov](http://www.fafsa.gov). (See IRS Data Retrieval process information below and on the reverse side.) If you provide a valid email address on your application, you will receive an electronic acknowledgement or eSAR. If you do not provide a valid email address, the processor will mail you an orange paper SAR.
- ❑ **IMPORTANT – USE THE IRS DATA RETRIEVAL PROCESS AVAILABLE ON THE FAFSA WEBSITE:** After January 31, 2012, you can transfer your 2011 Tax Information from the IRS to the FAFSA (if you filed your taxes electronically more than two weeks prior or by mail 6-8 weeks prior). The FAFSA website provides more information regarding this simple process. We encourage you to use this IRS DATA RETRIEVAL tool when making corrections subsequent to filing your original FAFSA. (*See reverse side for more information about the IRS Data Retrieval Process.*)
- ❑ In the School Selection section, list Hope College as one of the colleges to receive your FAFSA results. ***The Federal School Code for Hope College is 002273.***

*Continued on reverse side.....*

## **HOPE SUPPLEMENTAL APPLICATION FOR FINANCIAL AID (SAF) CHECKLIST**

- ❑ Carefully complete the family member grid, Section A-6, with the names of all household members reported on the FAFSA. List the name of the college or university for each family member attending a college/university at least half-time in 2012-13.
- ❑ In responding to SAF questions 7 through 10 and 12 through 27, enter a “0” if your answer is zero.
- ❑ Explain any special circumstances (i.e., loss of employment, loss of child support, unusual non-discretionary expenses, etc.) in Section D of the SAF.

**Note:** *If you submit **estimated tax return information on the FAFSA and SAF** and later find that your actual tax return figures differ, correct your FAFSA information online at [www.fafsa.gov](http://www.fafsa.gov). Here you can link directly to the IRS website where you can view your tax information and transfer it to your FAFSA. **DO NOT COMPLETE ANOTHER SAF.***

### ***How the IRS Data Retrieval Process Works:***

When either a parent or student selects the **IRS Data Retrieval option**, the FAFSA federal processor conducts a data match with the IRS and redirects you to a secure IRS website. You then grant permission for the IRS to transfer income data to the federal processor. Successfully matched data is noted on your FAFSA as “Transferred from the IRS”.

A successful match between the federal processor and the IRS eliminates our requesting your federal income tax return transcripts and helps avoid reporting errors and processing delays.