

HELPFUL HINTS
FOR UPPERCLASS STUDENTS APPLYING FOR FINANCIAL AID AT HOPE COLLEGE

PRIORITY FILING DEADLINE IS MARCH 1, 2012

- **Complete the Hope SAF and the FAFSA at the same time** to ensure your answers are consistent.
- **BOTH THE STUDENT AND ONE PARENT MUST SIGN BOTH FORMS** (unless you file as a self-supporting student).

COMPLETING YOUR 2012-13 FAFSA

Submit your 2012-13 FAFSA online at www.fafsa.gov. Select the **2012-13 FAFSA** option.

You can have your application pre-filled with data from the previous year. Choose **FAFSA RENEWAL** and the application will include selected data from your prior-year application. Verify that this information is accurate and update as needed.

You and one parent must each have a Federal PIN to electronically sign and submit the FAFSA online. You will be prompted to apply for a PIN if you do not have one. Should you have questions about the federal PIN, go to www.pin.ed.gov.

FAFSA Checklist

- ❑ **Prior to filing the FAFSA, complete the FAFSA ON THE WEB WORKSHEET** available at www.fafsa.gov.
- ❑ Enter your name, Social Security Number, and date of birth on the FAFSA as it appears on your Social Security Card. Incorrect entry causes the application to reject and delays processing.
- ❑ Use finalized 2012 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, review and correct your FAFSA information online at www.fafsa.gov using the IRS Data Retrieval process (see information below). If you provide a valid email address on your application, you receive an electronic acknowledgement (eSAR); otherwise the processor mails you an orange paper SAR.
- ❑ **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 the IRS DATA RETRIEVAL when submitting the FAFSA or making corrections after filing your original FAFSA. (See below for more information about the IRS DATA Retrieval Process.)
- ❑ In the **School Selection** section of the FAFSA list **ONLY** Hope College -- Federal School Code **002273**.

Hope Supplemental Application for Financial Aid (SAF) Checklist

- ❑ 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. 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.