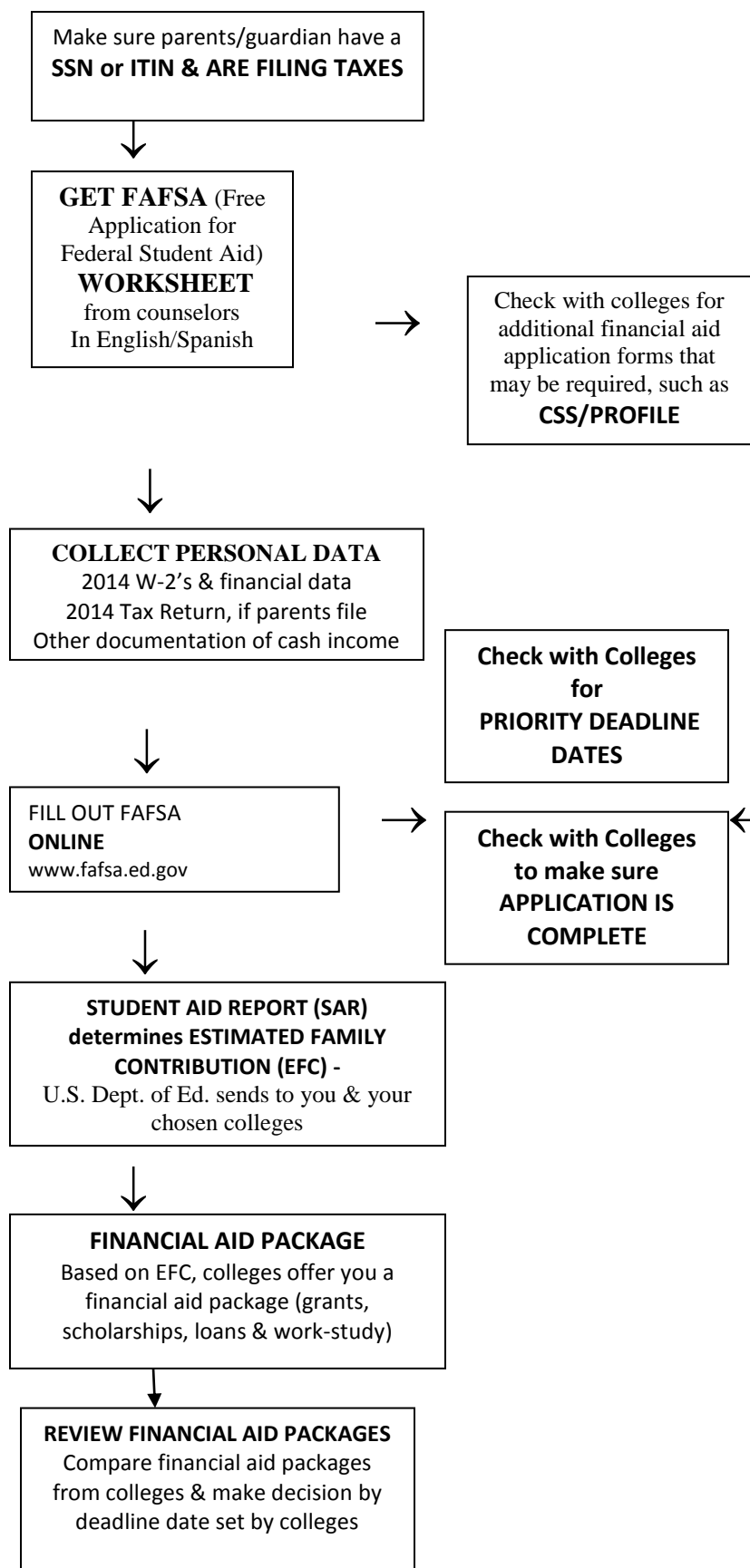


Checklist for Applying for Financial Aid

✓	OBJECTIVE	DESCRIPTION
	Make sure your parents are filing taxes with an ITIN number	An ITIN Number is unique from a social security and allows your parents/guardians to file their taxes each year. You will use these taxes when you apply for the TASFA and FAFSA. If your parents do not file taxes, direct them to Foundation Communities, where they can assist you in acquiring an ITIN number.
	Register for selective service if you are a male over age 18.	All men living in the United States who are between the ages of 17 and 3 months and 25 must be registered with the Selective Service. Even those without a social security number must register. Most universities and colleges will not finalize financial aid without proof of registration. Those without a social security number need to use a paper form. These are available at the post office. Simply fill out the card, sign it, stamp, and mail. A registration acknowledgment card will arrive in the mail about 30 to 90 days after a man sends in his registration card. Keep this document in a safe place as proof of registration. Most financial aid offices will request a copy of your registration card. If you do not receive a card, or if you require a replacement acknowledgment card, please call Selective Service at 1-847-688-6888
	Apply for financial aid using paper FAFSA and/or TASFA forms as early as possible after Jan 1.	You will only be eligible for state financial aid. Without a SSN you cannot complete the online FAFSA application. Find out from the list on the last pages of the TASFA application or the respective college or university's financial aid office which application they prefer. You can obtain a paper FAFSA or TASFA through your high school counseling office or online as a PDF document. Both applications have to be printed out and completed on paper, and turned in, in person, or via mail to the financial aid office of the institution. DO NOT MAIL to the FEDERAL GOVERNMENT!
	Turn in additional financial aid documents .	Each school has different financial aid requirements. Be sure you visit each school's website and make sure you turn in all required documents. (ex. ACC has their own application in addition to the TASFA)
	Follow up on your application process. CALL the FINANCIAL AID OFFICE!	TASFA Applications are routinely lost. It is YOUR responsibility to call the financial aid office and ensure they have all of the required documents.
	Request a Tax Transcript	Go to the IRS website to request this online. If it is not ready yet, continue checking each week, until it is available. http://www.irs.gov/Individuals/Order-a-Transcript
	Submit copies of Tax Transcripts to each college you apply to.	Not every school will require this document, but it will not hurt to submit it. Do not submit the original!

Applying for Financial Aid Flow Chart

US CITIZENS/PERMANENT RESIDENTS:



UNDOCUMENTED STUDENTS:

