



MUSICIANS INSTITUTE

COLLEGE OF CONTEMPORARY MUSIC

6752 Hollywood Blvd., Hollywood, CA 90028

FAFSA Application Instructions

The **Free Application for Federal Student Aid (FAFSA)** may include *Pell Grant*, *Supplemental Grant*, and eligibility for student *Stafford Loans (subsidized/unsubsidized)* and parent *PLUS Loan*. **Note:** For loans, additional process is needed (see *Loan Application Tip Sheet*).

Before you begin, have the following **2012** information ready to complete the FAFSA.

- Social Security Number
- Driver's license or ID # (if any)
- Alien Registration/Permanent Resident Card # (*if you are an eligible non-citizen only*)
- 2012 W-2 form(s) or records of money earned
- 2012 Federal Income Tax Return (IRS 1040, 1040A, 1040 EZ) or Foreign Tax Return
- 2012 Parents' Federal Income Tax Return (*if you are a dependent student only*)
- Records of untaxed income including; veteran's benefits, child support received or paid, and worker's compensation
- Records of any business and/or investment property, business and farm records, stocks, bond, and/or other investments

Applying for a Personal Identification Number (PIN)

1. Go to www.pin.ed.gov and click on **Apply For A PIN**.
2. One parent (*if dependent student only*) will have to apply for a Federal Student Aid **PIN** number as well. Your **PIN** number(s) will serve as an identifier and as your electronic signature for your FAFSA.

Filling Out Your 2013-2014 FAFSA Application

Musicians Institute school code: 015238

1. Go to www.fafsa.ed.gov and click on **Start Here**, fill out the required information and click **NEXT**.
2. Select the **2013-2014** application and click **NEXT** to begin. **Note:** For **Renewal** you must provide PIN first.
3. During the *Income Assets* portion, use the **Data Retrieval Tool** to import your 2012 federal tax information.
4. Before you submit, remember to use your **PIN** number(s) to sign and then select **SUBMIT** to complete.

Follow up (MI Financial Aid Office)

Please note that your FAFSA will only be reviewed after you submit an application for MI. Once you submit a FAFSA, you will be contacted by a Financial Aid Administrator (FAA) with further instructions. If your application is selected by the Department of Education for "verification", you may be asked to complete further documents and provide a transcript of your Federal Taxes. You may obtain a transcript by calling **1-800-908-9946** or go to <https://sa2.www4.irs.gov/irfof-tra/start.do>. Once everything is complete, your FAA will e-mail an award letter explaining any possible grants and loans you qualified for. Eligibility of any awards can only be determined by a FAA once the process is completed. The 2013-2014 FAFSA can cover up to 3 quarters from **July 2013 to June 2014**.

If you need assistance completing the applications or have any questions, please contact **Erick Gonzalez at (323) 860-1123**. **Note:** If you need help with the FAFSA, please have your **tax documents** ready when you come to our office for assistance.