



MUSICIANS INSTITUTE

COLLEGE OF CONTEMPORARY MUSIC

6752 Hollywood Blvd., Hollywood, CA 90028

FAFSA Application Instructions

Completion of the **Free Application for Federal Student Aid (FAFSA)** is required to determine a student's eligibility for all types of federal financial aid including *Pell Grant*, *Federal Supplemental Educational Opportunity Grant*, student *Stafford Loans (Subsidized & Unsubsidized)* and parent *PLUS Loan*.

Note: After the FAFSA is processed you will be asked to complete additional forms online to complete the loan process.

Before you begin, have the following information ready.

- Social Security Number(s) (students' and parents' if required by the FAFSA)
- Driver's license or ID # (if any)
- Alien Registration/Permanent Resident Card # (*if you are an eligible non-citizen only*)
- Previous year W-2 form(s) or records of money earned
- Previous year federal income tax return (IRS 1040, 1040A, 1040 EZ) or foreign tax return
- Previous year parents' federal income tax return (*if you are considered a dependent student*)
- Last years records of untaxed income including SNAP benefits, veteran's benefits, child support received or paid, and worker's compensation
- Last years 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 (*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 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 year for which you are requesting assistance and click **NEXT** to begin. **Note:** For **Renewal** you must provide PIN first.
3. Within the *Income Assets* portion, use the **Data Retrieval Tool** to import you and your parents current federal tax information.
4. To submit: Sign with your **PIN** number, for dependent students your parent must enter his/her PIN then select **SUBMIT**.

Follow-Up (MI Financial Aid Office)

Please note that your FAFSA will only be reviewed after you submit an application for admission to MI. Once you submit a FAFSA, you will be contacted by a Financial Aid Officer (FAO) 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 FAO 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 FAO once the process is completed. Each FAFSA will cover one academic year, starting **July** of the current year through **June** of the following year.

If you need assistance completing the application or have any questions, please contact **our Office at (323) 860-1168**.

Note: If you need help with the FAFSA, please make an appointment to come to our office and bring your tax documents with you on that day.