

**STEP 1- Gather the information needed to complete your FAFSA:**

- Federal income tax forms (1040's & W2's) for you, your parents, and your spouse (if applicable).  
**Note:** When beginning the application you will see which tax year to pull from.
- Records of untaxed income (from tax year requested by FAFSA) such as: child support paid and/or received and untaxed income from such agencies as: Social Services, Social Security, and the Veteran's Administration.
- Bank account balances, lists of stocks, bonds, and other assets, and both the estimated value and mortgage balance of your other real estate (please do not include your home).

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**STEP 2- Set up FSA User ID:**

- Step by step instructions are available for setting up your FSA User ID at <https://fafsa.gov/>. If you area dependent, a parent will also need to set up a FSA User ID to sign the FAFSA electronically.
- You may also set-up your FSA User ID when you first complete the FAFSA.
- In addition, your FSA User ID will allow you to:
  - View the status of and results of a processed FAFSA application on the FAFSA website.
  - Make corrections to your FAFSA online.
  - Access your Federal Student Financial Assistance information on the National Student Loan Data System (NSLDS) website.
  - Request a duplicate copy of your Student Aid Report (SAR).
  - Once set up, you will use the same FSA User ID each time you complete a new FAFSA.

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**STEP 3- File the Free Application for Federal Student Aid (FAFSA):**

- To be considered for financial aid, all students must file the FAFSA. The online FAFSA is available at the [Department of Education website \(https://studentaid.gov\)](https://studentaid.gov). There is no fee to apply online. This is a FREE service.

*\*\*Remember to include P&HCC's school code on the FAFSA. If you do not include our school code, we will not receive your application. Patrick & Henry Community College's school code is: **003751**.\*\**

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**STEP 4- What happens next?**

Once the FAFSA is processed, you will receive a Student Aid Report by email. Follow the instructions carefully and provide any missing information. In addition, P&HCC will receive the information from the Department of Education for determining the student's eligibility for aid, provided P&HCC's school code is listed on the FAFSA.

The P&HCC Financial Aid Office will send you an eligibility letter. If eligible for financial aid, this letter will include instructions on how to view any financial aid awards using our Student Information System (SIS). This site will detail the aid you are eligible to receive based on your application.

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**Need Assistance completing the FAFSA?**

The P&HCC Financial Aid Office offers Financial Aid Workshops to assist students with one-on-one completion of the FAFSA. Check with the Financial Aid Office for a copy of the workshop schedule Walker Building Office 244.