

Obtaining a PIN and Signing Your FAFSA Guideline

You (and your parent, if you are a dependent student) should have a Federal Student Aid PIN. The PIN is issued by the U.S. Department of Education and will serve as an identifier and as an electronic signature; it works much like the personal identification number you get from your bank.

You can use your U.S. Department of Education PIN to electronically sign your *FAFSA on the Web* application. If you are a dependent student, one of your parents must also sign your application; therefore, your parent must apply for his or her own PIN and use that PIN to electronically sign your FAFSA application. You are not required to have a PIN to complete and submit an original FAFSA application; however, using a PIN to electronically sign the FAFSA is the **fastest** way to submit a completed application.

Applying for a PIN

We encourage you (and your parent, if you are a dependent student) to apply for a PIN. You can apply for a PIN at Federal Student Aid's secure Web site at www.pin.ed.gov. If you provided your e-mail address in Question 13 of your FAFSA, you will receive an e-mail within 3 days with a secure link to retrieve your PIN. Once you receive the *PIN e-mail notice* from Federal Student Aid, you will have 14 days to retrieve your PIN. You will be allowed to retrieve and view your PIN **one time**. If you do not retrieve your PIN in 14 days, they will deactivate the secure link and will send your PIN by postal mail to the address they have on file for you. If you left FAFSA Question 13 blank, you will receive your PIN by postal mail.

As previously stated, *FAFSA on the Web* applicants are not required to have a PIN to apply. If you do not have a PIN to electronically sign your application, you can print, manually sign, and mail in a signature page. If you choose to submit your application and mail in a signature page, a PIN will automatically be sent to you, by e-mail or by postal mail, if the processor determines that you do not already have a PIN assigned to you.

If you have any questions about the PIN process, you should either visit the PIN Web site at www.pin.ed.gov or call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243).

If you applied previously and forgot your PIN

If you need a copy of your PIN sent to you, you can go to www.pin.ed.gov to request a duplicate copy.

Signing your FAFSA

- ❖ To enter information (parental Social Security Number and date of birth) and sign your *FAFSA on the Web*:
 - Sign electronically with PIN numbers
 - Go to www.fafsa.ed.gov; under "Filling Out A FAFSA" click on "Provide Electronic Signature."
 - Parent signs electronically with Parents own pin number.
 - Submit paper signature page
 - Go to www.fafsa.ed.gov; under "FAFSA Follow-Up" click on "Make Corrections to a Processed FAFSA"; click on "Check the status of my application and print a copy of my signature page if necessary"
 - Print signature page and have parent sign. Then mail to address on page.
- ❖ To sign paper Student Aid Report (SAR)
 - Complete the parent signature in the certification section on the last page of Part II.
 - Mail all pages of Part II of your SAR to the address indicated for reprocessing.

Applying for a PIN

Beginning January 1, 2008, applying for a PIN got much easier and you do not have to apply prior to completing your FAFSA On The Web application.