



## Instructions for submitting the FAFSA online

- Go to [www.fafsa.gov](http://www.fafsa.gov)
- New Users Click  Returning Users Click 
- ***Even if you do not already have an FSA ID*** (username and password) click “  Enter your (the student's) FSA ID”, then click Next
- If you have already created your FSA ID, you can enter it now, then click Next
- If you have NOT already created an FSA ID, click the link that says “Create an FSA ID” Follow the online instructions until your username and password have been created
- Select the award year for which you are applying.....click Next  
(Example: 2015-2016 FAFSA will be used for Fall 2015, Spring 2016, and Summer 2016)
- **If you need additional information, click the appropriate link.....click Next**
- You will now begin to enter your personal information .....click Next
- At the end of each section, click the Next button
- If the answer to a question is zero, enter a zero.....do not leave a question blank.
- ***If you are not sure how to answer a question, put your cursor in the field for that question, then look at the pop-up window on the right side of your screen for assistance.***
- **JACKSON STATE SCHOOL CODE: 004937**
- Once you have entered all of your information.....click SUBMIT
- Print and keep a copy of your confirmation number.  
(You have now completed the FIRST step to apply for federal aid)
- You will receive a letter from the Jackson State Financial Aid Office within 7 – 10 days.  
(We may ask you to send additional documents, such as tax return transcripts, and other forms as needed)
- If you are eligible, we will send you an Award Letter that tells how much aid you will receive.