Step 1. Internet filers-Acquire a Personal Identification Number if you do not have one. If you do not have a PIN, apply for one before completing FAFSA on the Web. Both students and parents of dependent students should obtain a PIN. Apply at www.pin.ed.gov. Allow 3 to 10 days of receipt.

The Department of Education will send you a PIN once you have submitted your FAFSA. Save your PIN. If you are dependent, your parent should also apply for a PIN. You can use it to:

- Electronically “sign” your FAFSA on the Web. It serves as student and parent signature.
- Check the status of your FAFSA application.
- Complete your FAFSA application through the Internet.
- Inquire about student loan information through the National Student Loan Data System (NSLDS).
- Obtain/access your Renewal FAFSA in future years.
- Obtain application results more quickly.

Step 2. Complete the Free Application for Federal Student Aid (FAFSA).

The FAFSA is available from:

- Campus Counseling Center or Financial Aid Information Service.
- College Financial Aid Office (703) 323-3199

If you use the paper version, mail your completed/signed application to the Federal Processing Center in the envelope provided with the application.

If you use the Web version, use your PIN to electronically “sign” your application. If your are dependent, your parent(s) must electronically “sign” too, using their PIN. If you do not have a PIN, be sure to print, sign, and mail the signature page to the Federal Processing Center.

Be sure to include NVCC’s Federal School Code (003727) on Step Six of the FAFSA.

NVCC’s Priority Deadlines are:

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 1, 2002</td>
<td>New and Returning Students</td>
</tr>
<tr>
<td>October 1, 2002</td>
<td>Spring Semester—New Students*</td>
</tr>
<tr>
<td>April 1, 2002</td>
<td>Summer Session Application* (NVCC Summer Aid Application required)</td>
</tr>
<tr>
<td>April 15, 2003</td>
<td>Loan Request Deadline</td>
</tr>
</tbody>
</table>

For questions regarding Federal student aid programs or to check on your application status, call the US Department of Education at 1-800-4FED AID (1-800-433-3243) or check online at www.fafsa.ed.gov.

Step 3. Declare a Major in an eligible degree or certificate program.

A federal requirement for financial aid states that you must be enrolled or accepted for enrollment in an eligible degree or certificate program. See a counselor to declare a major and have it officially recorded. Eligible programs are found on the College’s website at www.nvcc.edu/finance.

Step 4. Verify the information printed on your Student Aid Report (SAR).

Approximately 1-4 weeks after you submit your FAFSA, you will receive a Student Aid Report (SAR) from the Department of Education.

- **Read your SAR carefully** to check for accuracy.
- Edit any incorrect information
- Make sure NVCC has been listed in Step Six so your information can be released to us.
- If NVCC is not listed in Step Six, you should call the Department of Education (1-800-4FED AID), resubmit your SAR via US mail, or add the Federal School Code online at www.fafsa.ed.gov. Be sure to have your SAR available if you call.
- NVCC’s Federal School Code is 003727.
Step 5. Check on the status of your application.

- The College Financial Aid Office electronically receives your financial aid information (SAR) and a financial aid counselor reviews your request for financial aid.
- You may check the status of your application online at www.nvcc.edu/finance.
- Remember, an application is considered **complete when all** applicant items have been received.

Step 6. Respond to requests for additional information promptly.

- Additional information or documentation may be needed to complete your application.
- Respond to all requests as quickly as possible.
- Submit information via US mail or the College Financial Aid Drop Box.

<table>
<thead>
<tr>
<th>College Financial Aid Office</th>
<th>Drop Box (located on wall at outer door)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northern Virginia Community College</td>
<td>College Financial Aid Office</td>
</tr>
<tr>
<td>Forbes Office Center</td>
<td>8000 Forbes Place</td>
</tr>
<tr>
<td>Annandale, VA 22003-3796</td>
<td>Springfield, VA 22151</td>
</tr>
<tr>
<td>[mailing address]</td>
<td></td>
</tr>
</tbody>
</table>

Step 7. Review your award letter.

- You will receive an award letter informing you of the type(s) and amount(s) of assistance your are eligible to receive.
- Sign the award letter if you accept the terms of assistance.
- Return it to the College Financial Aid Office within 21 days of its receipt.
- You may also verify your awards online at www.nvcc.edu/finance.

Step 8. Register for your class.

- Review the course schedule and select the courses you need to take.
- Register for your courses using NOVAnet Telephone Registration System or NOVAConnect web-based registration.
- Indicate that Financial Aid is your method of payment using NOVAnet Telephone Registration. **(Use this option ONLY if you have received an Official Award Letter from the College Financial Aid Office).**
- Do not assume that having completed a FAFSA or that receiving SAR will automatically qualify you for financial aid.
- Financial aid funds are not available in time for buying textbooks and other supplies. Please plan accordingly.

*Caution: After you receive an official award letter (excluding Work-Study awards), your course registrations will be maintained. If you decide to drop courses, you must do so at the Admissions and Records Office or by NOVAnet. Unless you drop courses, you may be held financially responsible for your tuition and fees.*

Step 9. Verify your mailing address.

- Your residual balance checks are mailed to the mailing address you have on record at the College.
- If you have a change of address, contact the Admissions and Records Office.

Step 10. Cash or deposit your checks.

- Residual checks of financial aid balances will be mailed approximately 3 weeks after classes begin.
- Deposit checks into your bank account as soon as receive them.
- Uncashed checks are CANCELED after 60 days.