



# SHILOH UNIVERSITY

## Filing the FAFSA Instructions and Tips

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Students must apply for financial aid each year by filing the [Free Application for Federal Student Aid](#) (FAFSA). Financial aid awarded by the Shiloh University Financial Aid Office (SU FAO) is not automatically renewed.

**Before beginning your FAFSA**, here are a few things to consider:

- You may want to print an [FAFSA on the Web Worksheet](#). The FAFSA on the Web Worksheet allows you to read and complete the FAFSA questions prior to entering your information online.
- When completing the FAFSA, the SU FAO recommends that you use the [IRS Data Retrieval Tool](#) to transfer your tax information directly from the IRS onto your FAFSA.
- A Federal School Code (also known as a Title IV Institution Code) is needed to complete the FAFSA. Shiloh University's Federal School Code is **042596**.
- You will need to use your FSA ID (a user name and password) when completing the FAFSA on the web. The parent and student will each need their own FSA ID. The FSA ID serves as an identifier to let you access your personal information in various U.S. Department of Education systems. You can create an FSA ID when you log into the [www.fafsa.ed.gov](http://www.fafsa.ed.gov) website or you can create an FSA ID on the [Federal Student Aid](#) website.

## Completing the FAFSA

Shiloh University recommends that you complete the FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). If you are unable to complete the FAFSA on the web, you can either:

- print a PDF version of the FAFSA (available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)) or
- obtain a paper FAFSA by calling the Federal Student Aid Information Center toll-free at (800) 433-3243

### Filing Tips:

- Be sure you file the FAFSA on the U.S. Department of Education website: <http://fafsa.ed.gov>. Filing the FAFSA is always free. There are other fraudulent websites, which appear similar, that may charge you a fee to file the FAFSA.
- Use your name and Social Security number as they appear on your Social Security card. If your Social Security card needs to be updated, contact your local Social Security Administration Office.
- When completing the FAFSA, the SU FAO recommends that you use the [IRS Data Retrieval Tool](#) to transfer your tax information directly from the IRS onto your FAFSA.
- Be sure to sign your FAFSA.

- For additional tips, go to the [Common Errors on Financial Aid Applications](#) section of the [FinAid](#) website.
- If you have questions when completing the FAFSA, contact the [Federal Student Aid office](#) via phone, live chat, or email. Iowa residents may also contact [Iowa College Access Network](#) (ICAN) to set up an appointment for one-on-one assistance in completing your FAFSA.

### **Unique Circumstances?**

A [Student Aid Tips](#) website has been developed by the National Association of Student Financial Aid Administrators (NASFAA) to help federal student aid applicants in unique situations (e.g. single parents, Temporary Assistance for Needy Family (TANF) recipients, wards of the court, foster youth, etc.) answer specific questions on the FAFSA. NASFAA has also composed a list of [Tips & Common Mistakes To Avoid](#) when filing the FAFSA.

### **Processing Time**

The Financial Aid Office will receive the results from your online FAFSA one to two weeks after you submit it. Results from a PDF or paper FAFSA are typically received approximately three to four weeks after it is mailed to the federal processor.