

FIRST TIME APPLICANTS INSTRUCTIONS FOR APPLYING FOR FEDERAL FINANCIAL AID (PELL GRANT)

Please note: the government web sites listed below may be reached through the Michigan Jewish Institute web site, www.mji.edu. Select "Study Abroad" then select "Financial Aid Links" and "US Department of Education FAFSA Web site"

Completing the FAFSA (Free Application for Federal Student Aid)

1. Go to www.fafsa.ed.gov (US Department of Education FAFSA web site)
 - a. Select "fill out a FAFSA" from the column filling out a FAFSA
 - b. Select the appropriate school year then select next- 2010-2011
 - c. Complete *student* information. No dashes or spaces are to be used. For date of birth please use two digits for the month, two digits for the day and four digits for the year
 - d. Create password (password is case sensitive) then select "next"
 - e. You can skip the instructions by selecting "next"
 - f. Continue to answer questions –make certain you use student answers for students questions and parent answers for parent questions.
 - g. Use MJI's school code **032843** when asked for which schools are to receive results then select next.
2. The FAFSA will ask you how you wish to sign. If you are completing a FAFSA for the first time you can apply for a PIN at this time by selecting the "apply for a pin" option at the bottom of the appropriate page. You should select a PIN number that you can remember.
3. Sign the FAFSA using this PIN number immediately after submitting the PIN request by returning to the FAFSA application which should still be open.
 4. The FAFSA will ask how your parents wish to sign repeat the above instructions for your parent and sign using the parent PIN number.
 5. Continue until you select "Submit my FAFSA now"
6. After completing and transmitting your FAFSA you will receive a confirmation number.
7. Usually MJI will receive your FAFSA results in approximately 3-5 days

If you have any questions or problems in completing the forms please contact me at Michigan Jewish Institute. I am normally in the office Sunday -Thursday from 10:00 am to 6:00 pm

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