

## **INSTRUCTIONS FOR APPLYING FOR FEDERAL FINANCIAL AID (PELL GRANT) RENEWAL FAFSA APPLICANTS**

Please note: the government web sites listed below may be reached through the Michigan Jewish Institute web site, [www.mji.edu](http://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](http://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
  - c. Complete the *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. Select YES for the question, "would you like to pre-fill your 2010-2011 FAFSA?" You will then be asked for your PIN number. If you do not remember your number please go to the PIN website [www.pin.ed.gov](http://www.pin.ed.gov) and select request a duplicate PIN. You will be able to view your PIN number if you select display now. Review the previous year's information. Make correction as needed. Provide student answers for student's questions and parent answers for parent questions.
  - g. Remember to SAVE often by using the SAVE button at the bottom of each page. Use the previous and next buttons at the bottom of each page in place of your browser button.
  - h. Use MJI's school code **032843** when asked for which schools are to receive results then select next and select off campus as the housing option.
2. The FAFSA will ask you how your parents wish to sign if applicable. Please have your parents sign using their PIN number. If your parent does not remember their PIN number please follow the instructions above to request a duplicate PIN number. Do not close the FAFSA application when going to the PIN website
3. Continue until you select "Submit my FAFSA now"
4. After completing and transmitting your FAFSA you will receive a confirmation number.
5. 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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