



How to Apply to FAFSA (Free Application for Federal Student Aid)






STEP 1: Applying for Your PIN:




All students applying for FAFSA will need a PIN to complete the application. Your PIN will serve as your electronic signature. Dependent students are required to use parent information on the FAFSA application and parents will need to apply for a PIN as well.

If you already have a PIN go to **STEP 2:**

Go to www.fafsa.gov

1. Click on  located at the top center of the screen.
2. Select icon on the left side of page, “Apply for A PIN” read the steps for the application process and click 
3. Enter your personal information – click  button.
4. Read Terms and Conditions of PIN application information. And check the box “I Agree Not to Share My PIN”
5. Select “Submit My PIN Application” button at the bottom of page.
6. PIN Application Confirmation Page – Print and save. The PIN is sent to you in “real” time, so it will be available instantaneously, however, we suggest you wait 24 hours to complete the FAFSA using your PIN. This allows time for the required data base matches.

STEP 2: Filling Out FAFSA online Application:

1. Go to www.fafsa.gov
 2. Click CLOSE to continue
 3. Click on the 
 4. Log-in by entering your Student Information and click 
 5. Make sure you have selected the correct FAFSA year. If you are planning to attend between July 1, 2011 and June 30, 2012 click on 
- KCC’s Federal School Code is 002276.**

❖ **IMPORTANT FINANCIAL AID INFORMATION**

- ✓ **Approximately 2 weeks** after you have submitted your FAFSA online you will receive a “*Welcome Letter*” to your home with instructions on how to access the KCC web portal. All other notifications and forms will be available through your KCC email account. **All information** regarding your status, required forms, and eligibility **will be sent directly to your KCC email account.**
- ✓ **You will need to check your email frequently** for the updates and request from the financial aid office which will provide information necessary to complete your financial aid file.

Print all requested forms from your email, complete and submit to:

KCC Financial Aid Office

450 North Avenue

Battle Creek, MI 49001

Email: finaid@kellogg.edu Phone: (269) 965-4123 Fax: (269) 966-4089

- ✓ **Approximately 2-3 weeks** after you have turned in the requested forms, you will receive another email telling you either:

We need additional information

-OR-

Whether or not you are eligible for aid

- ✓ **All students, including students receiving financial aid, MUST sign up with the FACTS program.**

For more information on the FACTS program,
Contact the Business Office at 269.965.4140.

- ✓ **Check with the Financial Aid Office prior to dropping or adding any classes after the semester has begun:**

Not checking with financial aid may result in **you paying the costs** for those classes out of pocket or a reduction in your financial aid. It is important that you are aware of your options **BEFORE** making decisions that will affect your financial aid!

- ✓ **If you do not have access to the internet from home, we have computers available to all students at each campus that can be used to access your KCC email.**