Thank you for choosing Kaplan University to pursue your educational goals.

If you wish to utilize financial aid to help finance your education at Kaplan University, you need to fill out some important forms, including your Free Application for Federal Student Aid — better known as the FAFSA.

The FAFSA is used by the Department of Education to determine how much financial assistance a student is eligible to receive in order to attend a college or university. After the form is completed, the results are submitted electronically to each school the student intends to apply to, and a student aid report (SAR) is sent to the student.
1. Determine Your Dependency Status

It is important to know whether the U.S. Department of Education considers you a dependent or independent student for the purpose of completing the FAFSA.

If you are considered dependent, you will need you and your parents’ prior year federal tax return information to complete your FAFSA.

If you are considered independent, you will only need your own prior year federal tax return information.

To determine your dependency status, review the following list and check any statements that apply:

- I was born before January 1, 1990
  (If you are applying for the 2013-2014 school year)
- I was born before January 1, 1991
  (If you are applying for the 2014–2015 school year)
- I am married
- I will be working on a master’s or doctorate program
  (e.g., MA, MBA, MD, JD, PhD, EdD, graduate certificate)
- I am serving on active duty in the U.S. Armed Forces for purposes other than training
- I am a veteran of the U.S. Armed Forces
- I have children and I provide more than half of their support
- Since I turned age 13, both of my parents were deceased
- I have dependents (other than my children or my spouse) who live with me and I provide more than half of their support
- I was in foster care since turning age 13
- I was a dependent or ward of the court since turning age 13
- I am currently or I was an emancipated minor
- I am homeless or I am at risk of being homeless

**Important:** If you checked NONE of the above boxes, you are considered dependent. That means you will need federal tax return information from yourself AND your parents.

If you check ONE OR MORE of the boxes above, you are considered independent. That means you will only need your and your spouse’s (if applicable) federal tax return information, NOT your parents'.
You must have a PIN to electronically sign your FAFSA. The PIN will also allow you to check your FAFSA status online and access your account information.

If you are a dependent student, your parents will also have to sign your FAFSA. That means they must have a PIN as well.

To apply for a PIN or request to have your PIN resent go to pin.ed.gov, where you may choose from one of the following options:

• Instantly view your PIN online.

• Receive an email with the PIN immediately. This email will contain a link to a secure PIN delivery website where you can input your personal data and retrieve your PIN online. For security purposes this link is available for only 14 calendar days. If you do not retrieve your PIN before it expires, it will be mailed to you at the address you provided.

• Have your PIN sent by postal mail within 7–10 days.

Tip: When you receive your PIN, be sure to write down the number and keep it in a safe place because you will need it to fill out other financial aid documents. Keep in mind that you only have to apply for a PIN one time; you can use the same PIN each year, speeding up the time it takes for your FAFSA to be processed.

Important: A PIN that is selected or viewed instantly online, or is sent to you in an email, is considered to be conditional until your information is verified with the Social Security Administration (1–3 days from the date you first apply). You may sign your FAFSA with it but nothing else. Once the verification is complete, you will be able to use your PIN for other purposes.
You will be required to use a variety of documents to fill out the FAFSA completely and correctly. Before you begin, compile all of the documents listed below or see “What documents do I need to fill out a FAFSA?”

- **Your Social Security Card** (SSN - Social Security Number)
- **Your alien registration or permanent residence card** (if you are not a U.S. citizen)
- **Your driver’s license or state I.D.** (if any)
- **Your previous and/or current year W-2 forms and other records of money earned**
- **Your (and your spouse’s, if you are married) previous and/or current year Federal Income Tax Return (IRS Form 1040, 1040A, 1040EZ, 1040TeleFile, or foreign tax return)**
- **Your parents’ previous and/or current year Federal Income Tax Return (IRS Form 1040, 1040A, 1040EZ, 1040TeleFile, or foreign tax return)** if you are a dependent student, based on your answers in section 2
- **Your previous and/or current year untaxed income records — Social Security, Temporary Assistance for Needy Families, welfare, or veterans benefits records**
- **Your current bank statements**
- **Your current business and investment information, such as mortgage documentation, business and farm records, and stock, bond and other investment records**

**Tip:** Take your time and do not rush through this step. Set aside an hour to make sure you have every document you need. You can save your application at any time and return to it later.

**Important:** Many students do not complete their FAFSA on time because they do not have their tax return and other important documents available. The [IRS Data Retrieval Tool](https://studentaid.ed.gov/sa/fafsa) allows you to insert tax information directly into your FAFSA within 3 weeks of filing your taxes electronically and within 8 weeks of filing through the mail. Ensuring you have filed your taxes and have all additional documents on hand will help with the timely completion of the FAFSA.
4. Fill Out Your FAFSA

Once you have gathered all of your documents, go to the official government FAFSA website and click on “Start A New FAFSA.” Then select the applicable FAFSA from the dropdown menu.

If you are starting school by June 30, 2014, you will need to complete the 2013–2014 FAFSA, using your 2012 taxes.

If you are starting school July 1, 2013, or after, you will need to complete the 2014–2015 FAFSA, using your 2013 taxes.

All continuing students will be required to complete a 2014–2015 FAFSA for any term that begins after July 1, 2014.

When filling out the FAFSA you will be prompted to use the IRS data retrieval tool. We encourage you to use this tool to ensure you access your tax return information directly from the IRS.

Follow the instructions on each page of the application and enter all required information carefully. Enter all names as they appear on your and/or your parents’ Social Security card.

Please note Kaplan University’s school code is 004586 (Davenport, Iowa).

Tip: For additional assistance with your FAFSA you may choose one or all of the following resource options:

- Go to KaplanUniversity.edu
- Watch Kaplan University’s 2014-2015 FAFSA tutorial
- Follow the U.S. Department of Education’s “Completing the FAFSA”
- Contact Kaplan University’s Financial Aid Office toll free at 866.458.2008

Important: To avoid errors or delays in funding, do not leave any questions blank when completing your FAFSA.

- Question #26 on the FAFSA requires your high school completion status. This question must not be left blank. Please select one of the following options: high school diploma, GED, homeschooled, or none of the above.
5. Save A Copy of Your FAFSA Web Submission

Your FAFSA application provides a “FAFSA on the Web Submission Confirmation” page (see the screen shot below).

Be sure to retain a copy of the confirmation page for your records. You can either print, save, or send it to your email.

If you have any Financial Aid questions, please visit KaplanUniversity.edu.

Thank you for choosing Kaplan University for your education. We are committed to your success and look forward to welcoming you as a student soon.

Relevant websites:
• fafsa.ed.gov
• pin.ed.gov
• KaplanUniversity.edu
• studentaid.ed.gov