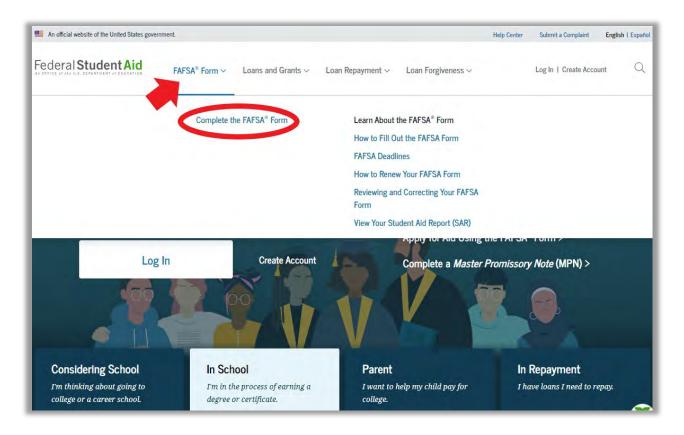
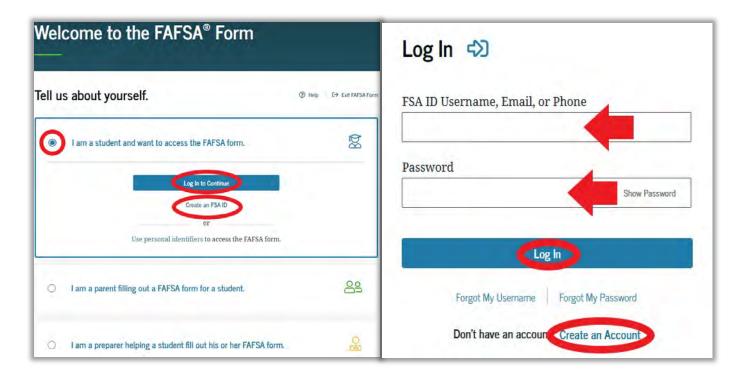
The student needs to go online to studentaid.gov



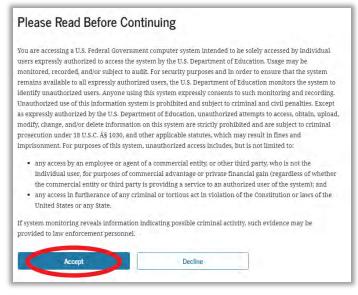
Move your cursor over "FAFSA Form" then click on "Complete the FAFSA Form."

Select "I am a student and want to access the FAFSA form."

If this is your first time completing a FAFSA click on "Create an FSA ID." If you have completed a FAFSA in a prior year click "Log In to Continue."



The student needs to log in with their FSA-ID and password. If the student does not have one set up already, they will need to create one. You can find a guide here: https://www.niu.edu/financial-aid/pdf/tutorials/fsa-id.pdf



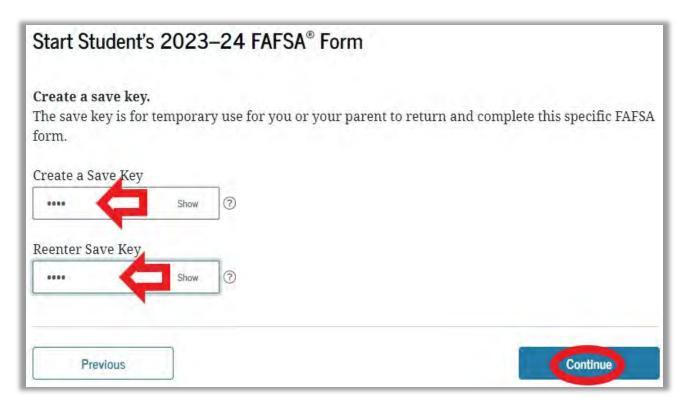
Read the Disclaimer and then click "Accept."



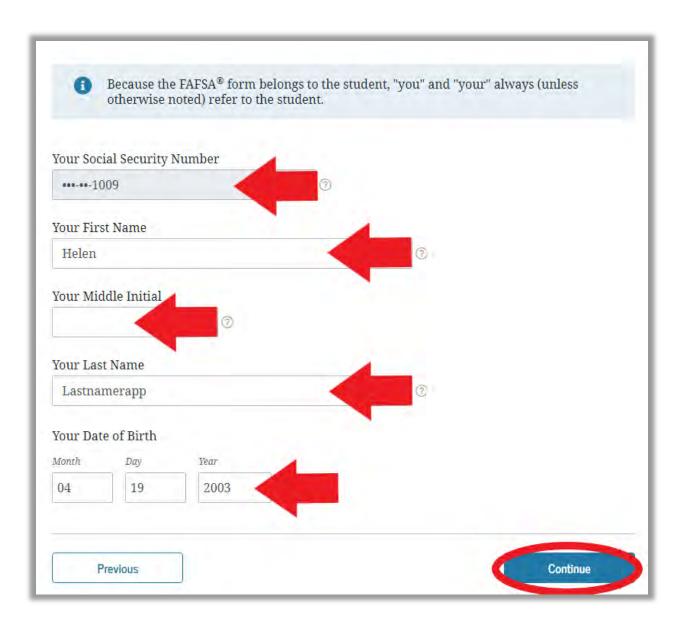
Make sure you are on the correct application year. For Fall 2023, Spring 2024, or Summer 2024 enrollment at NIU, complete a 2023-2024 FAFSA.

Click on "Start a New FAFSA Form" if this is your first time filing.

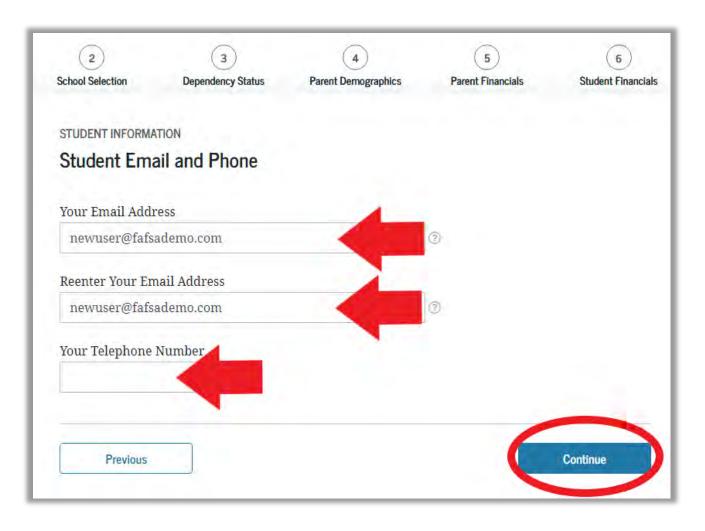
If you completed a FAFSA in a prior year you may click on "Renew my FAFSA Form." This option will allow you to import most of the personal information. Review and update as necessary.



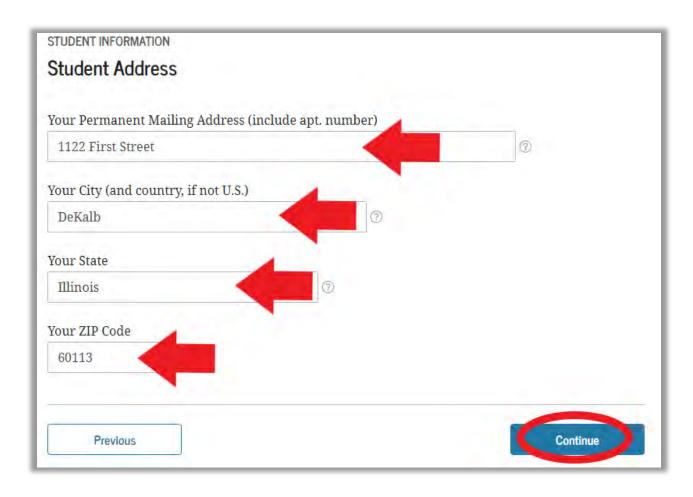
Create a temporary Save Key in case you get logged out or are not able to get all the way through the application in one sitting. Enter it in both areas then click "Continue."



Enter in the personal information for the student and then click "Continue."

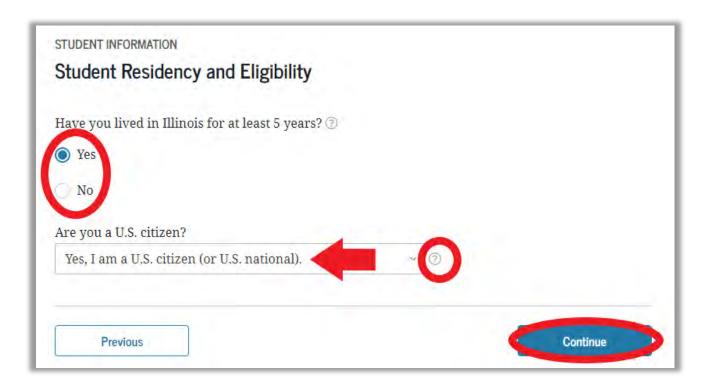


Enter in the student email address and telephone number. Make sure to use an active phone number and email that you will have access to and will check often while in college. (Students should not use their school email addresses.) Click "Continue."

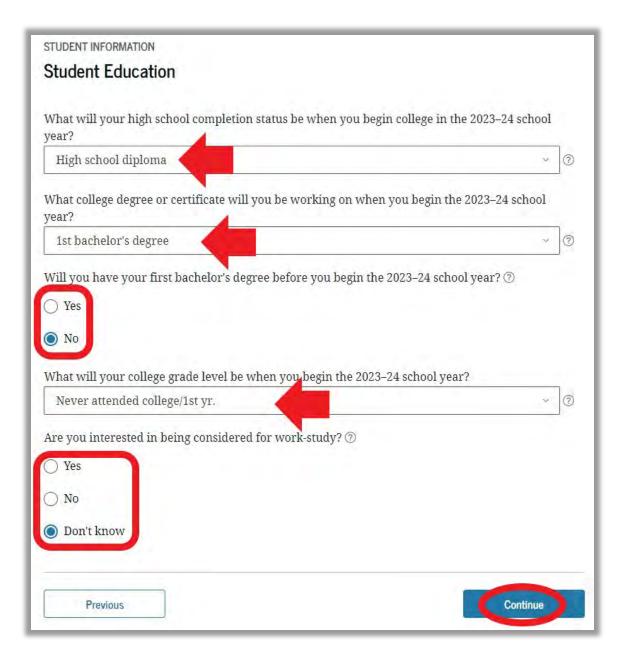


Enter in the student's permanent address information. Click "Continue."

If you are unsure about what any of the questions are asking when completing the FAFSA you can click the "?" on the righthand side for more information.



If the student has lived in your state for at least 5 years select "Yes." If not, select "No." Answer the citizenship question based on the student's current status, then click "Continue."

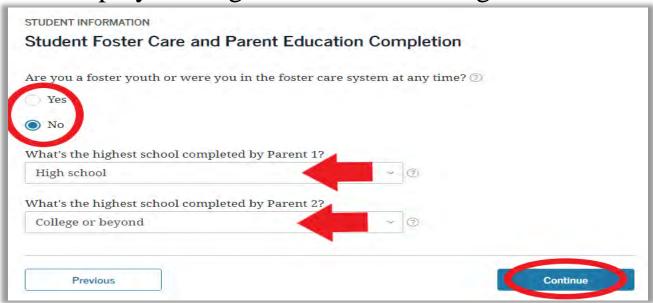


Use the drop-down menu to select the student's educational status. If the student is a transfer student who has only obtained an associate's degree, then the second response should be "1st bachelor's degree."

Answer the work-study question then click "Continue."

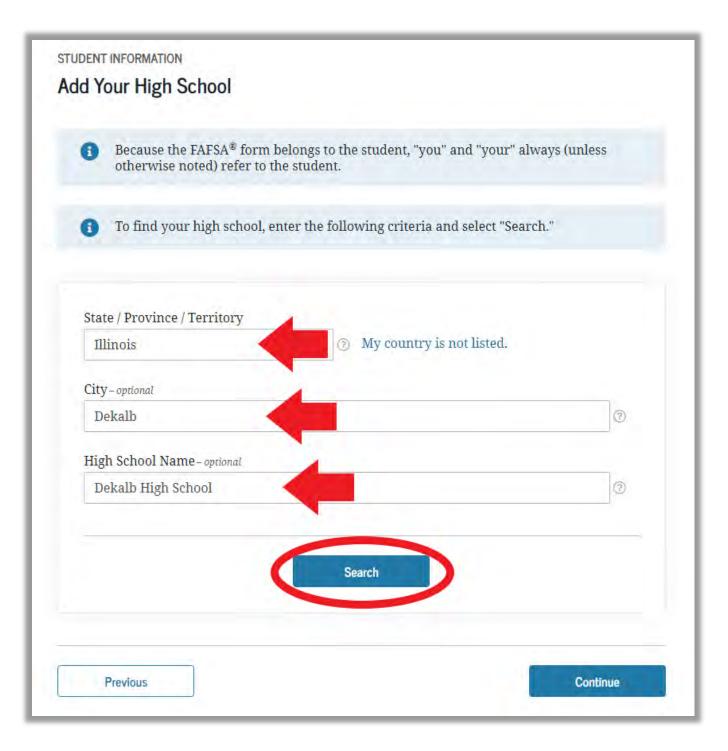


Enter the student's driver's license number and state. If the student does not have a license, you can skip this step by leaving it blank and clicking "Continue."

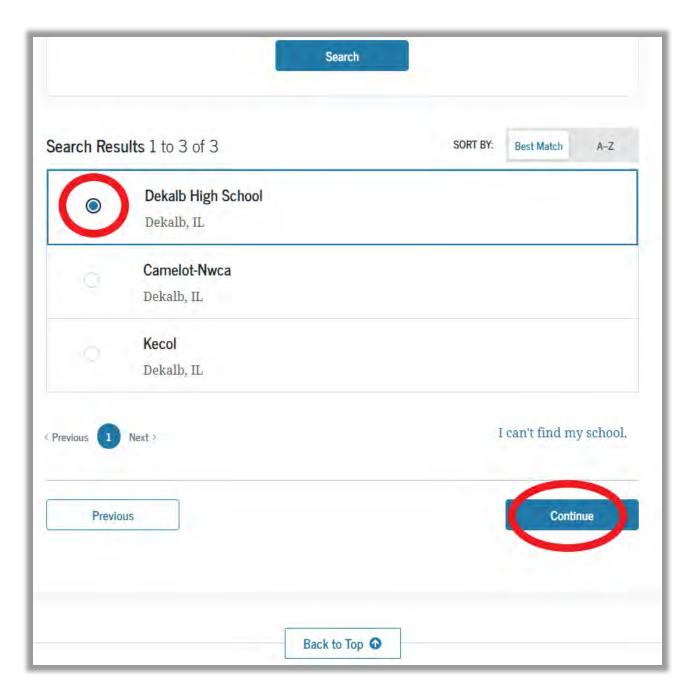


Answer "Yes" or "No" if the student was in foster care.

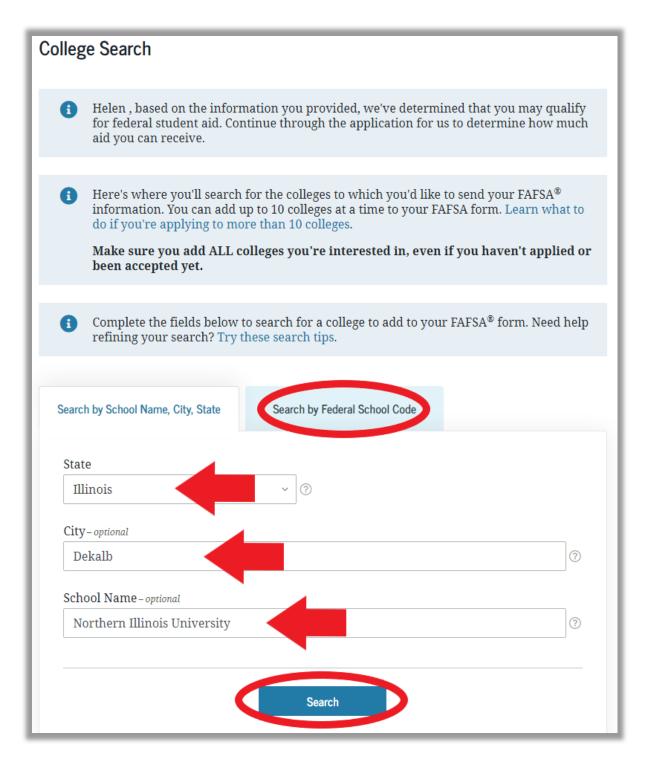
Answer the education information for the parent(s) then click "Continue."



Enter in the student's high school information, then click "Search."

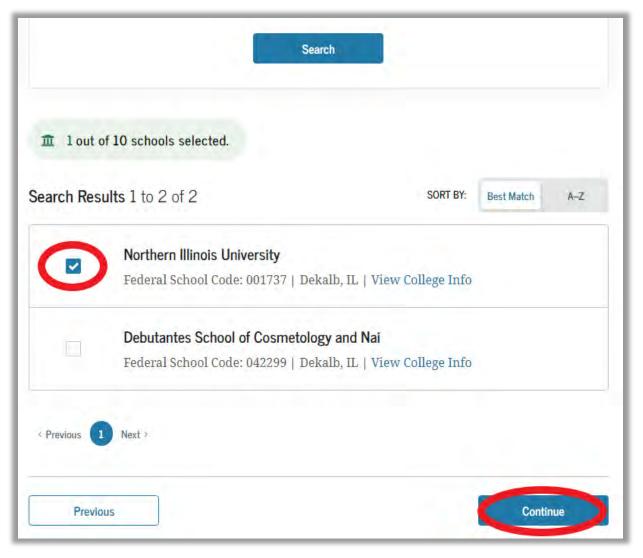


Click on the button next to the appropriate High School then click "Continue."

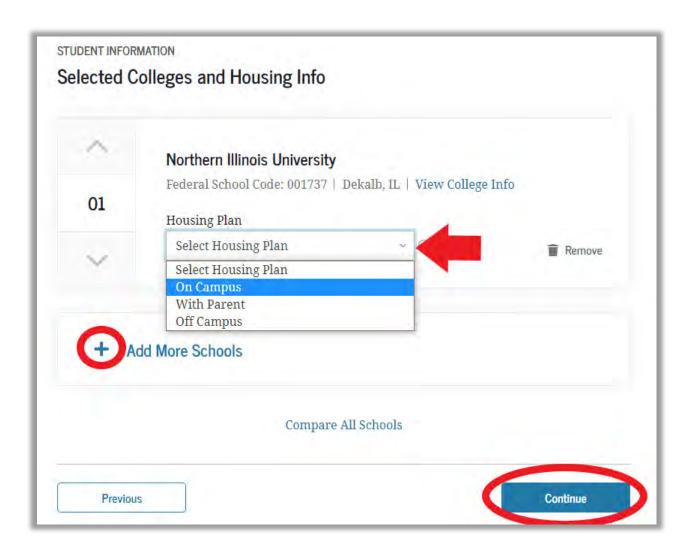


Enter in the information for the college(s) the student wants to receive their FAFSA. If you know the school code you can enter it, otherwise you will have to search. NIU's School code is 001737.

The student can list up to 10 schools at a time. The student can also correct the FAFSA at a later date if they want to add or change a school.

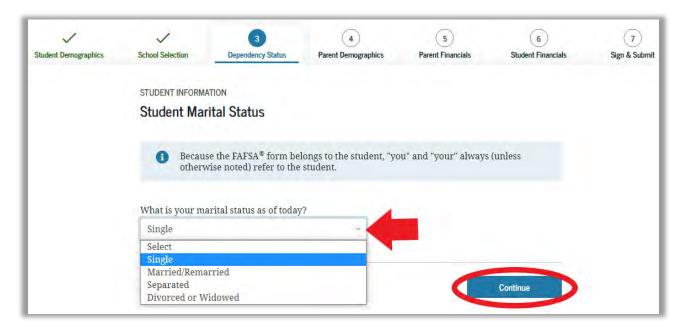


Check the box next to the schools you want to receive your FAFSA to and then click "Continue."

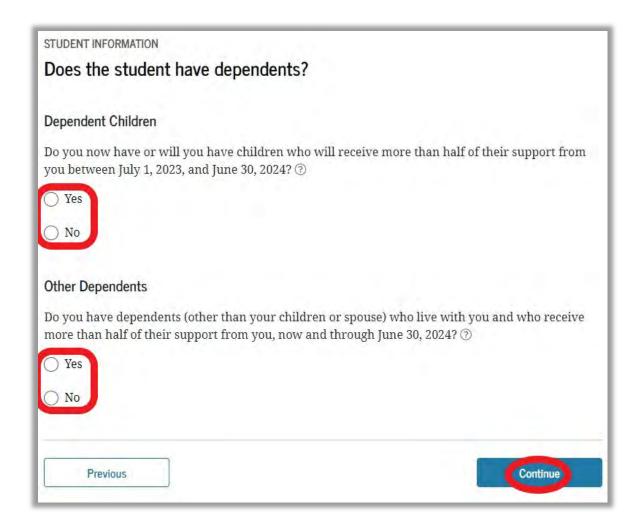


For each school listed select "On Campus," "Off Campus," or "With Parent" for the housing plans. Once you are done entering all the schools, then click "Continue."

Please note, this application uses smart logic, so depending on your responses some pages will be skipped over and not displayed to you.



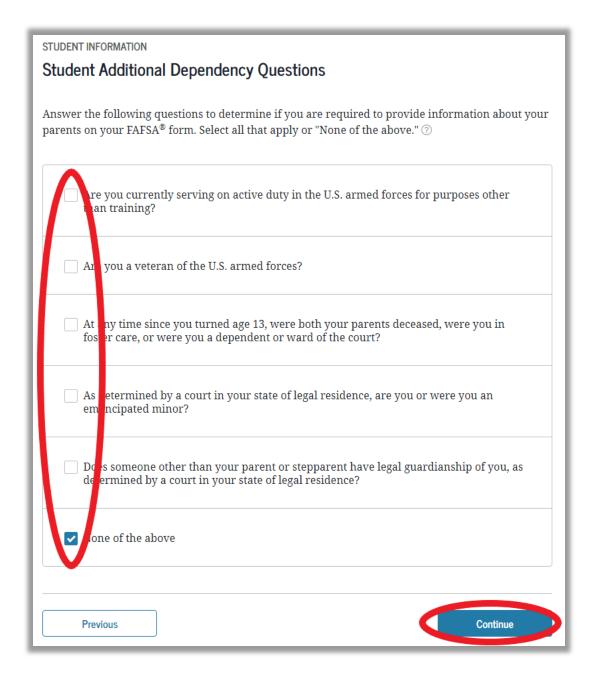
Select the current marital status of the student then click "Continue."



If the student has their own children who they support, select "Yes" to the first question.

If the student has dependents (other than children or a spouse) who they support, select "Yes" to the second question.

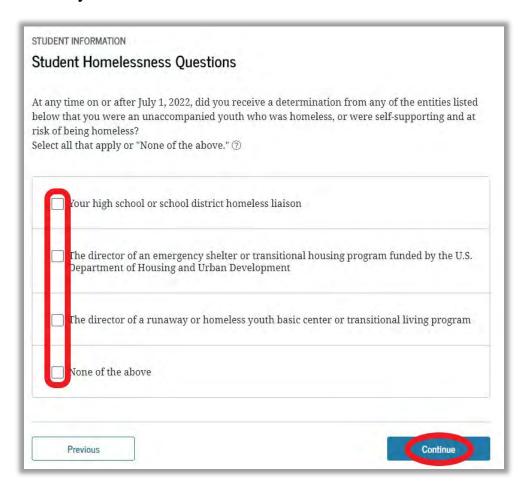
Once you have selected the correct responses click on "Continue."

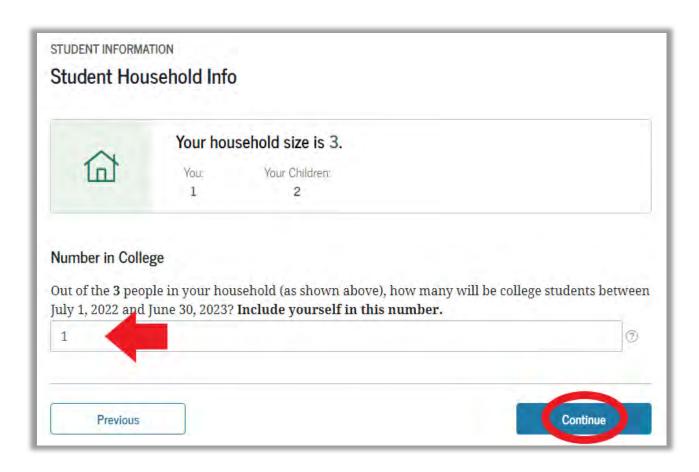


This page helps determine if the student should be considered "Independent" for financial aid purposes. The student should check all boxes that apply to them or select "None of the above." Once the correct option(s) are checked click "Continue."



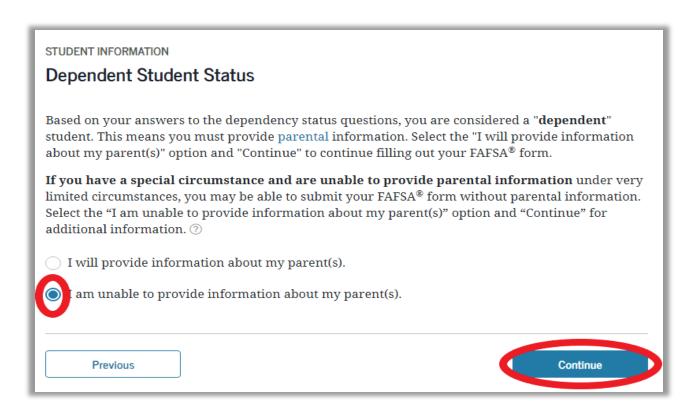
Select "Yes" if the student is homeless or "No" if they are not. Click on "Continue." If the student is homeless then select the appropriate response for how they were determined to be homeless. Then click on "Continue."



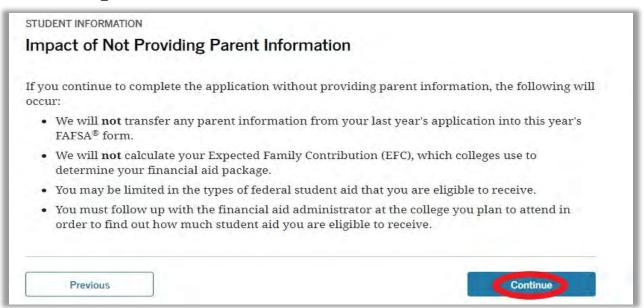


If the student is considered Independent for Financial Aid purposes (and has their own dependents) they will then enter information about their Number in College. After clicking "Continue" skip to page 39.

If the student is considered Dependent for Financial Aid and will provide parent information go to page 24.



If the student is considered Dependent for Financial Aid but is unable to provide parent information due to a special circumstance, they should select the second option, then click "Continue" twice.



Special Circumstances Qualifications

You may still be eligible for some type of federal student aid without providing parent information. Please read through the following options carefully.

Special Circumstances Option

You must contact the financial aid administrator at the college you plan to attend if you believe you have a special circumstance that should be considered in determining your eligibility for federal student aid. However, not all situations are considered a special circumstance. For example, the following situations would **not** be considered as a special circumstance on his or her own:

- You do not live with your parent(s).
- Your parent(s) does not provide you with financial support.
- Your parent(s) refuses to contribute to your college expenses.
- Your parent(s) doesn't claim you as a dependent on his or her income tax return.
- Your parent(s) does not want to provide his or her information on your FAFSA® form.

Unsubsidized Loan Option

If you do not meet a requirement for a special circumstance and still choose to continue your application without providing parent information, you will only be considered for an unsubsidized loan. To request consideration for an unsubsidized loan, you must contact the financial aid administrator at the college you plan to attend.

Choose the appropriate option below based on your circumstances. ②

will provide information about my parent(s).

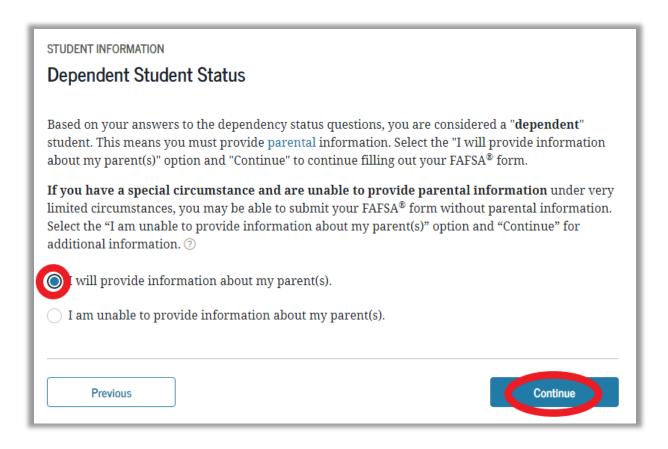
have a special circumstance and I am unable to provide information about my parent(s).

do not have a special circumstance, and I am submitting my FAFSA® form without parent information to apply for an unsubsidized loan only.

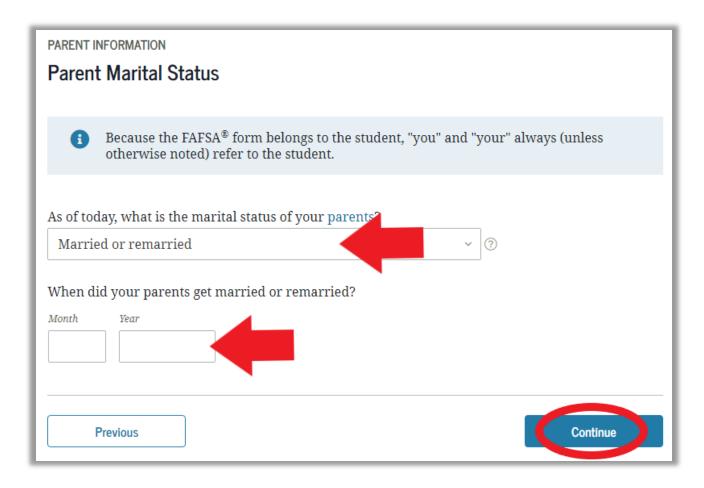
Previous

Continue

The student will be prompted to confirm that they have a special circumstance and will not enter parent info. After clicking "Continue" skip to page 42. Once the student has submitted the FAFSA, the student will need to reach out to the school for instructions on how to proceed.

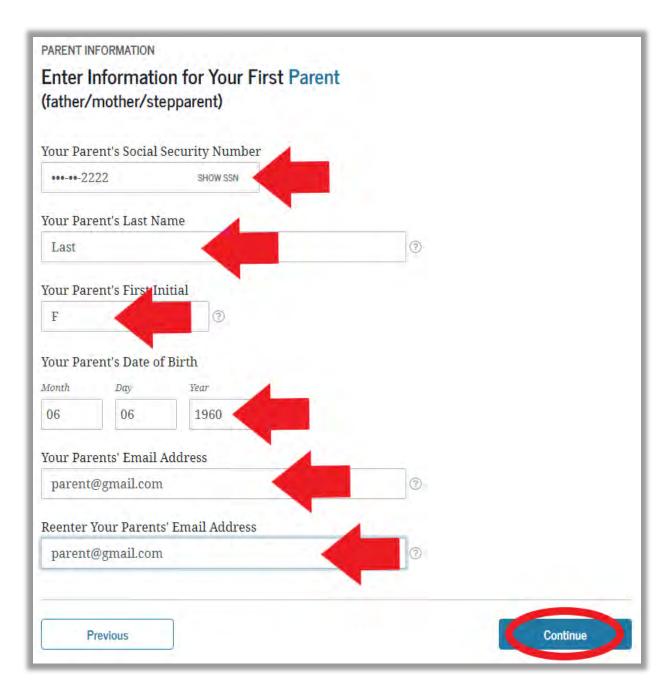


If the student is considered Dependent for Financial Aid purposes and will provide parent information they should select the first option, then click "Continue."



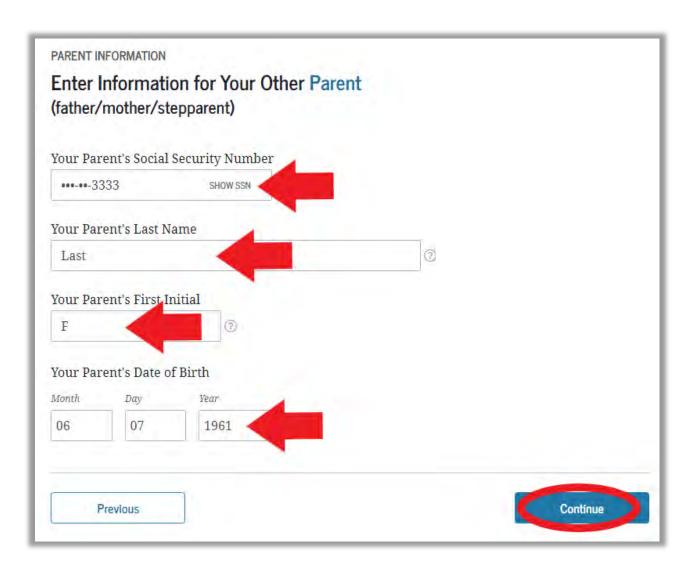
If the parent(s) are Separated, Divorced, or Never Married and they do <u>not</u> live together click on the link below for information on which parent should be on the FAFSA:

https://studentaid.gov/resources/fafsa-parenttext The Parent will enter information about their current Marital Status and then click "Continue."

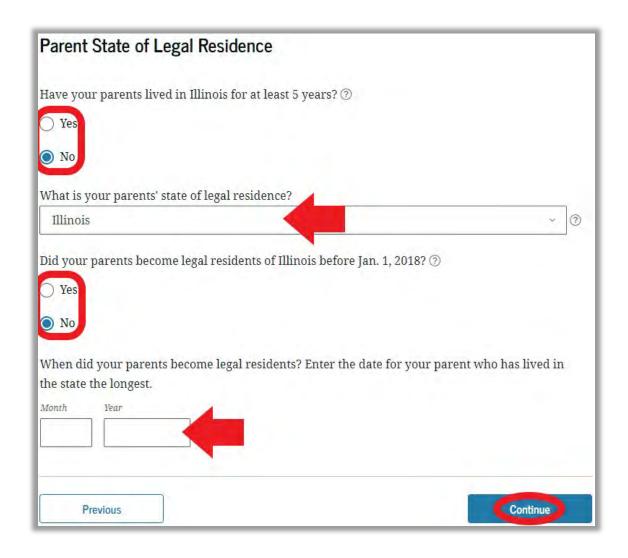


Enter the correct information for the FAFSA Parent and then click "Continue."

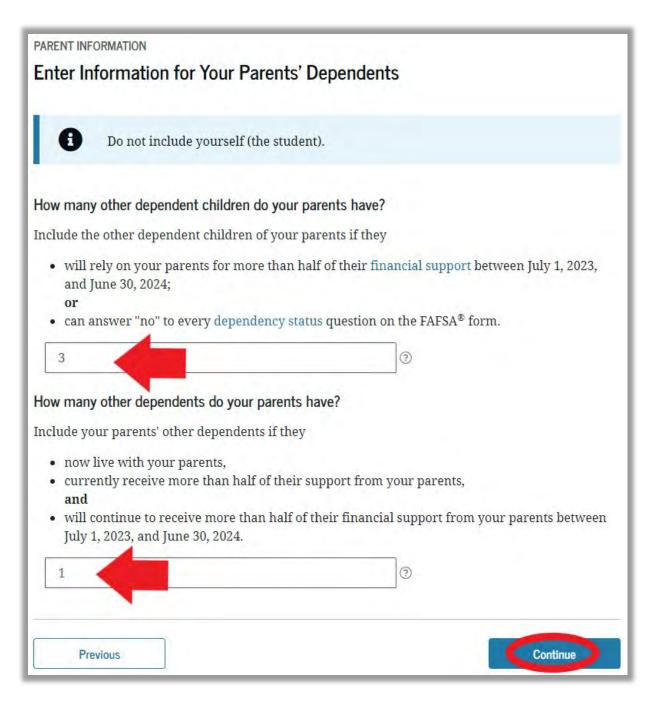
If the Parent has an ITIN or EIN but not a SSN, they should enter nine zeros for the SSN.



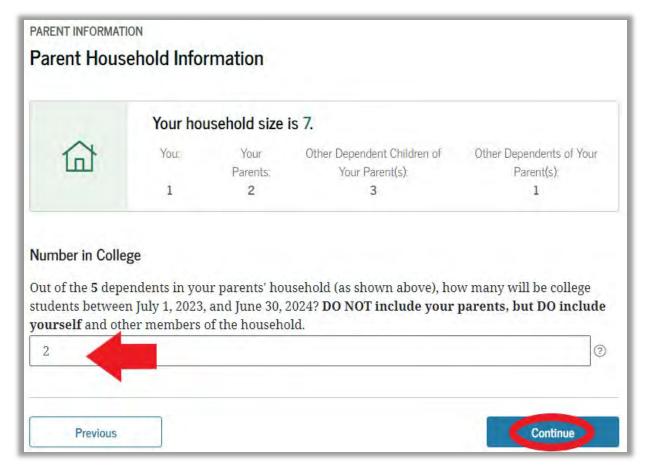
If your FAFSA parent is Married, Remarried, or "Not married but living together" enter the second parent's information then click "Continue."



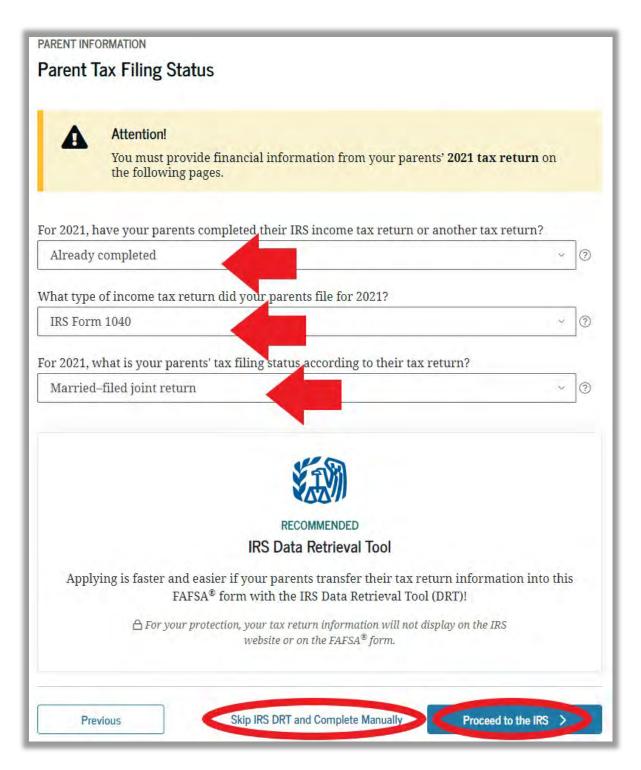
If the parent(s) have lived in your state for at least 5 years select "Yes." If not, select "No" and answer the new questions that appear. Once everything is complete click "Continue."



Enter information about the number of people in the Parent's Household Size then click "Continue."

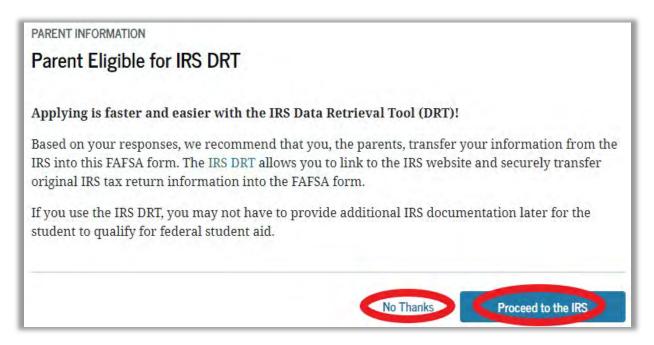


Enter information about the number who will attend college. (Do not include the parents if they are in college.) Then click "Continue."



Enter information about the parent's 2021 tax filing status. If the parent filed taxes, they may be able to use the Data Retrieval Tool by clicking on "Proceed to the IRS." You can find a guide here: https://www.niu.edu/financial-aid/pdf/tutorials/data-retrievial-guide.pdf If no 2021 tax return was filed, select "Not going to file" and click "Continue" then skip to page 32.

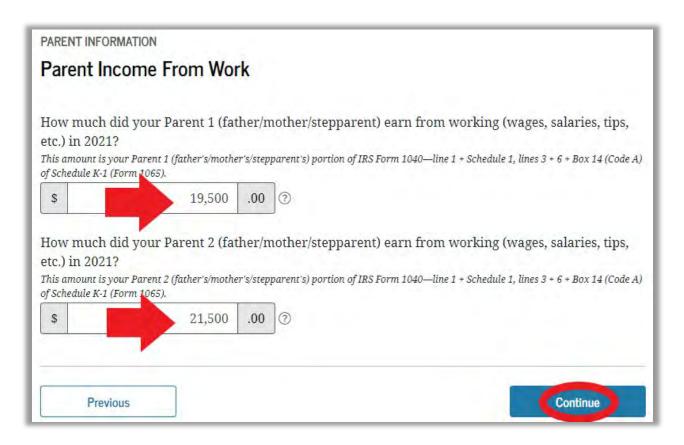
You may choose to manually enter in the tax information by selecting "Skip IRS DRT and Complete Manually."



Make sure **not** to include numbers after the decimal.



Enter the parent's AGI from line 11 of the 2021 Federal 1040. If the DRT was used successfully this should already be filled in and you can click "Continue" to move on.



Enter in the Parent's 2021 wage information then click "Continue."

PARENT INFORMATION

Parent Simplified Path Determination

You indicated that your parents filed an IRS Form 1040. Did your parents file a Schedule 1? Select **No** if your parents did not file a Schedule 1 or **only filed** a Schedule 1 to report: unemployment compensation, educator expenses, IRA deduction, student loan interest deduction, or Alaska Permanent Fund dividend. Learn more about Schedule 1. ②



As of today, are either of your parents a dislocated worker? ②

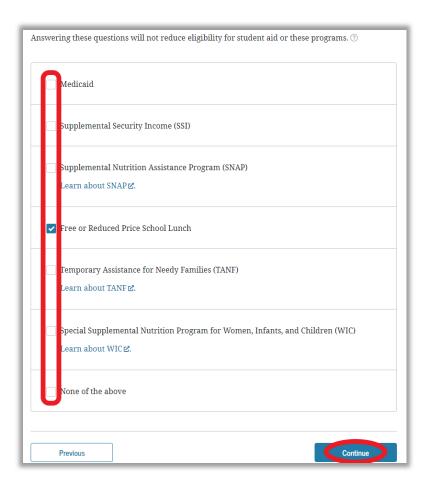


Enter the appropriate responses for the parent information then click "Continue."

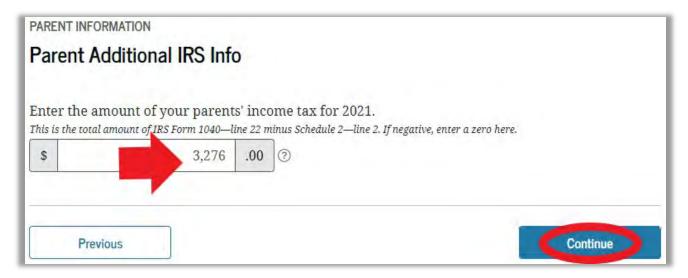
In 2021 or 2022, did you, your parents, or anyone in your parents' household receive benefits from any of the federal benefits programs listed below?

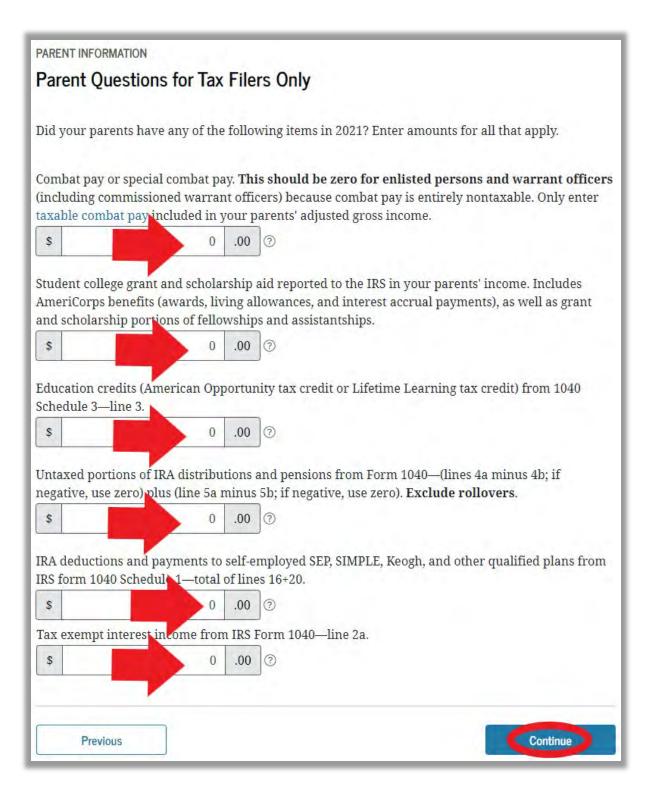
Select all that apply or "None of the above." If, at the time you are completing the FAFSA form, you, your parents, or anyone in your parents' household did NOT receive any of these benefits during 2021 or 2022, but do receive any of them on or before Dec. 31, 2022, you must return to the FAFSA form and update your response.

Answering these questions will not reduce eligibility for student aid or these programs. ③

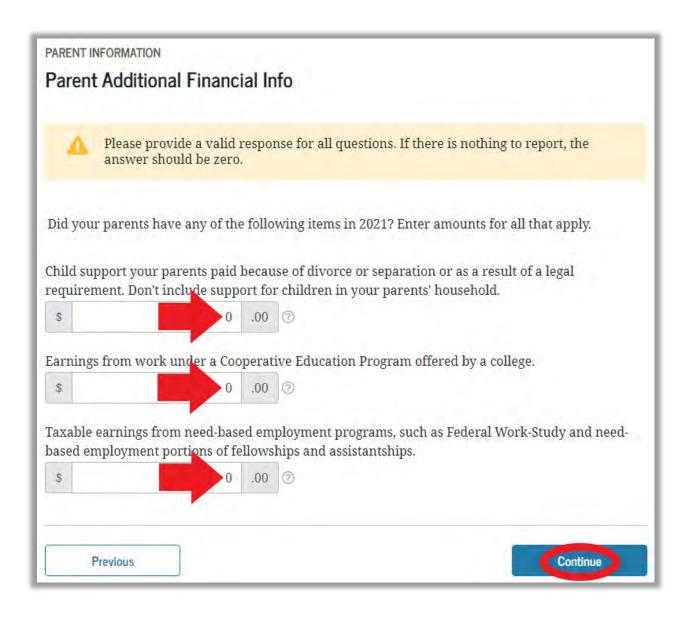


Enter the 2021 tax paid amount. If the DRT was used successfully this should already be filled in and you can click "Continue" to move on.

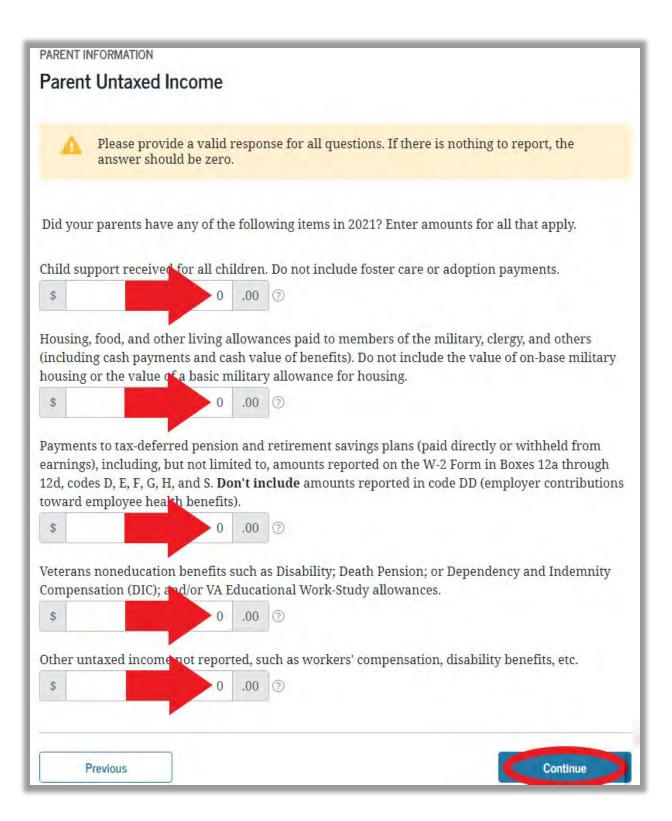




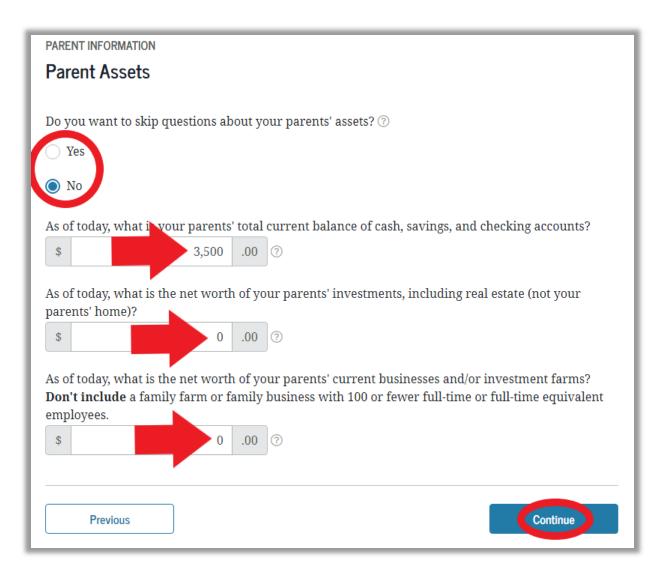
Enter in anything that applies to the parent. If the DRT was used successfully this should already be filled in and you can click "Continue" to move on.



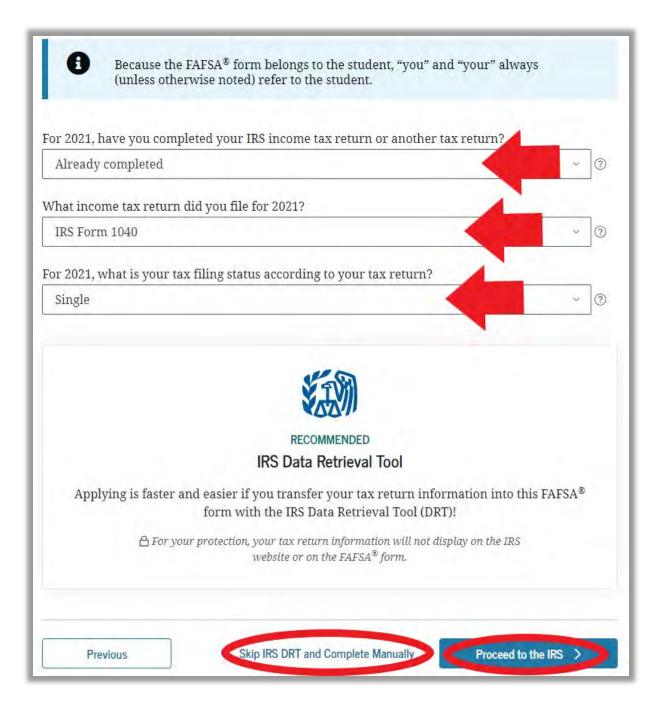
Enter in anything that applies to the parent then click "Continue" to move on.



Enter in anything that applies to the parent then click "Continue."



You may be able to skip this page. If not, then answer information about the parent assets as of the day you are completing the application. Do **not** list the value of your parent's primary home in question 2. If any responses are zero you must type "0" in the appropriate field before clicking "Continue" to move on.



Enter information about the Student's 2021 taxes. If the student filed taxes, they may be able to use the Data Retrieval Tool by clicking on "Proceed to the IRS." You can find a guide here:

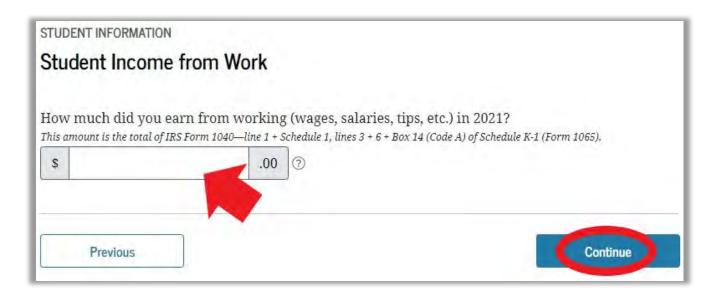
https://www.niu.edu/financial-aid/_pdf/tutorials/data-retrievial-guide.pdf If the student did not file a 2021 tax return, select "Not going to file" and click "Continue" then skip to page 41.



You may choose to manually enter in the tax information by clicking "Skip IRS DRT and Complete Manually." Make sure **not** to include numbers after the decimal.



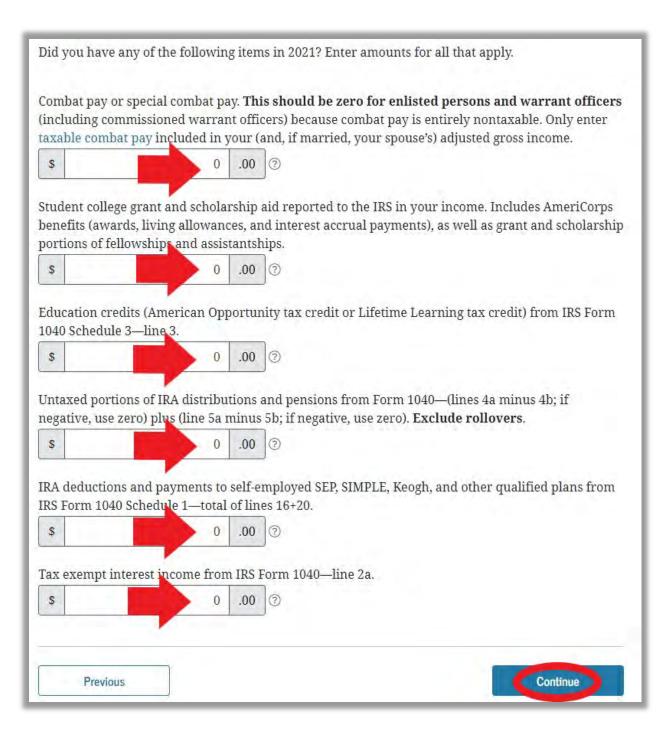
Enter the student's AGI from line 11 of the 2021 Federal 1040. If the DRT was used successfully this should already be filled in and you can click "Continue" to move on.



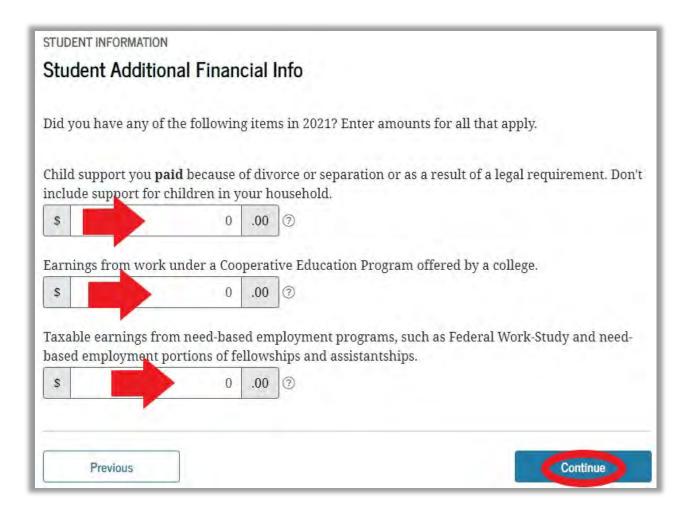
Enter in the student's 2021 wage information then click "Continue."



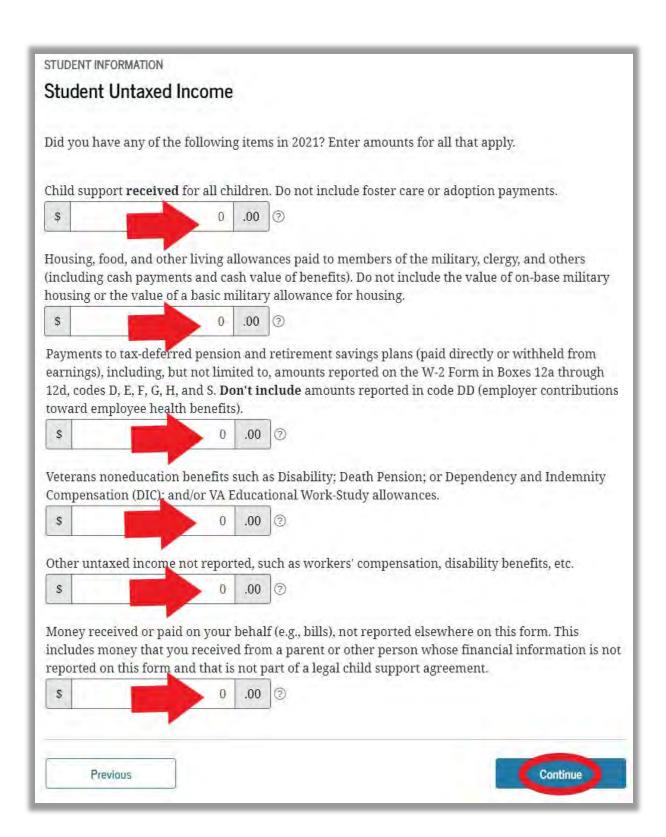
If taxes were filed, enter the 2021 tax paid amount. If the DRT was used successfully this should already be filled in. Click "Continue" to move on.



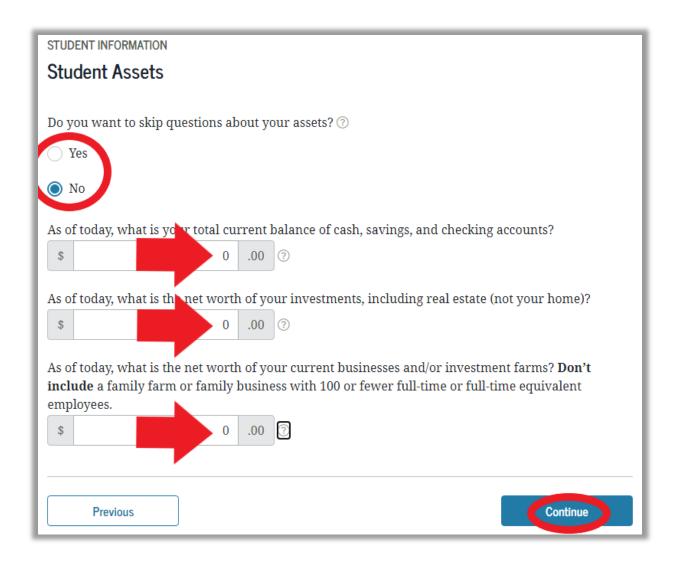
Enter anything that applies to the student. If the DRT was used successfully this information should already be filled in and you can click "Continue" to move on.



Enter anything that applies to the student then click "Continue" to move on.



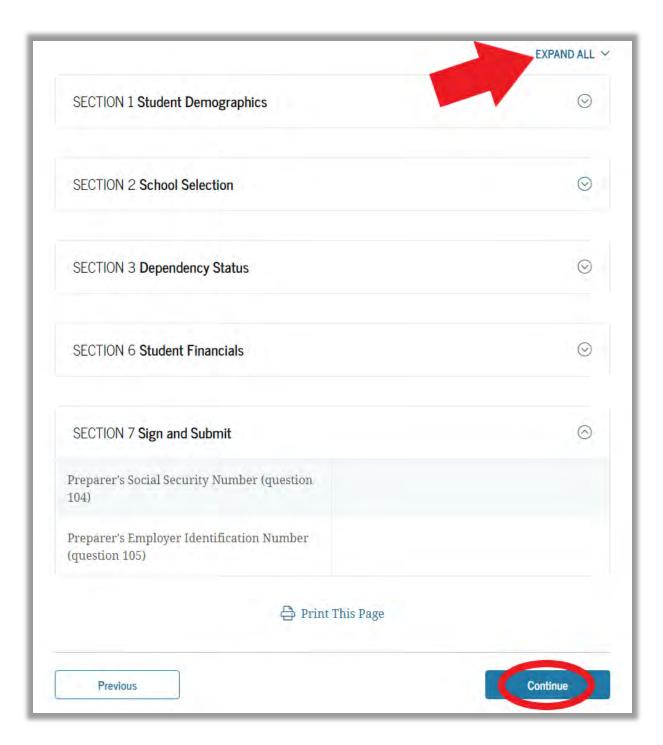
Enter anything that applies to the student then click "Continue" to move on.



You may be able to skip this page. If not, then answer information about the student assets as of the day you are completing the application. Do **not** list the value of the student's primary home in question 2. If any responses are zero you must type "0" in the appropriate field before clicking "Continue" to move on.

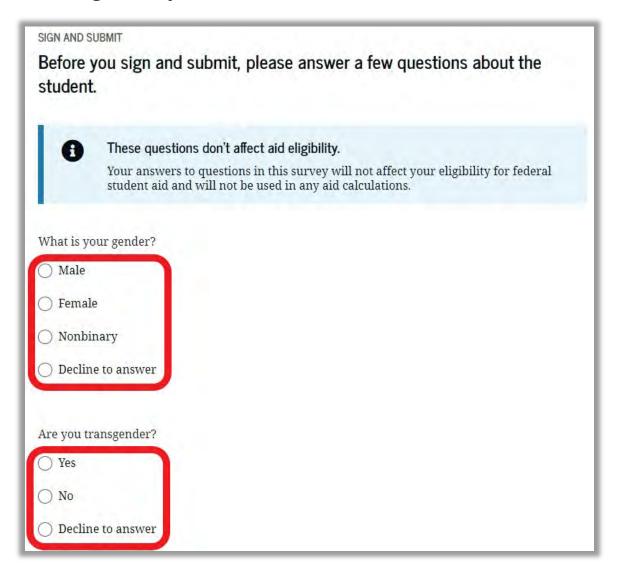


You may see a screen that asks if you are a preparer. If you are the student or parent, the answer to this question should be "No." Click "Continue" to move on.

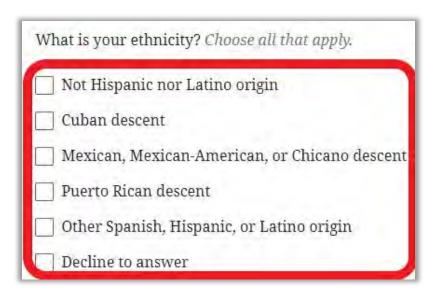


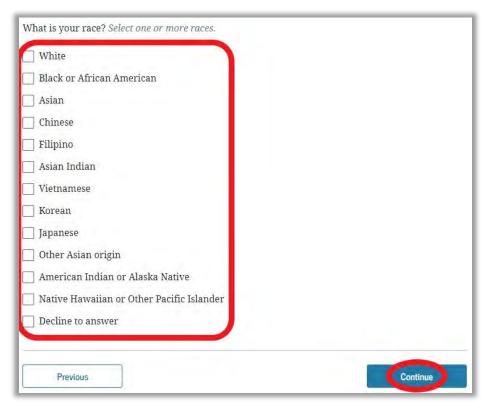
Review the information to make sure everything is accurate then scroll to the bottom of the page and click "Continue" to move on.

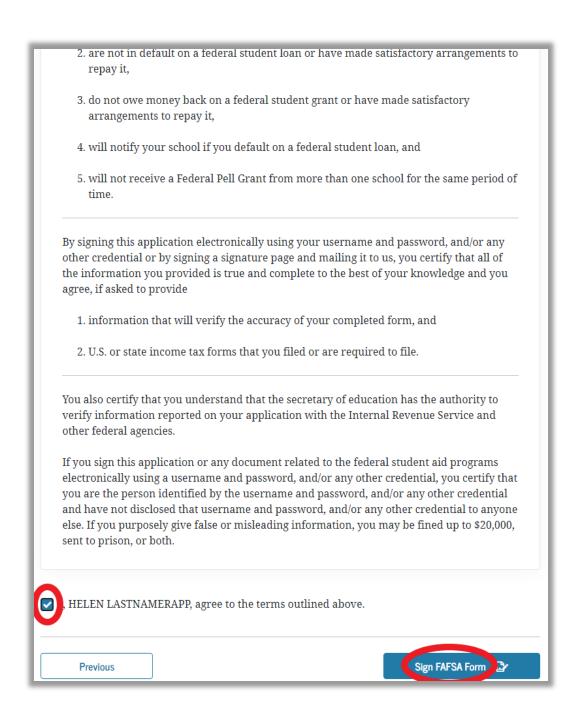
Answer the survey questions about your Gender. You can choose "Decline to answer." Your response does **NOT** affect your FAFSA aid eligibility.



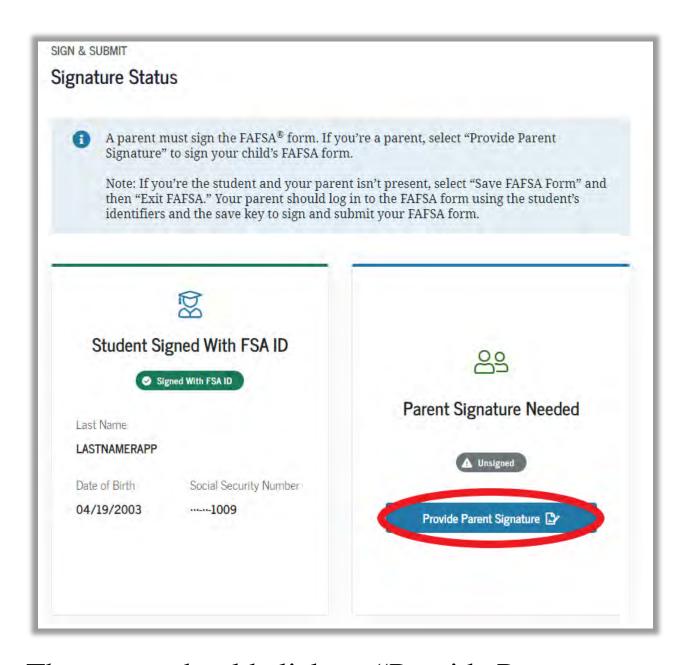
Answer the survey questions about your Ethnicity and Race. You can choose "Decline to answer." Your response does **NOT** affect your FAFSA aid eligibility. Click "Continue" to move on.



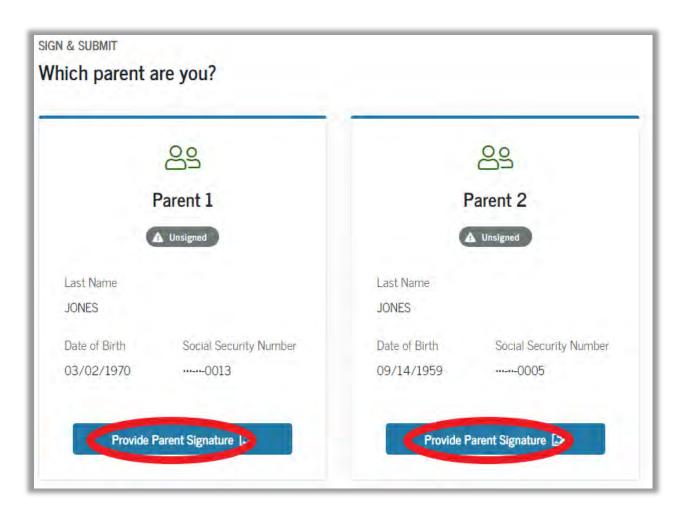




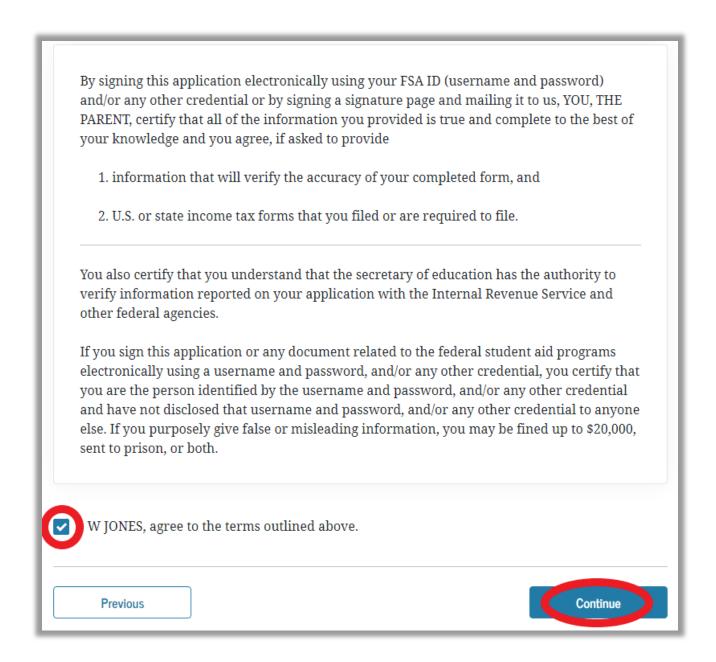
Read the information, then check the "Agree" box. Click "Sign FAFSA Form." If you are an Independent Student, you can now skip to page 56.



The parent should click on "Provide Parent Signature."



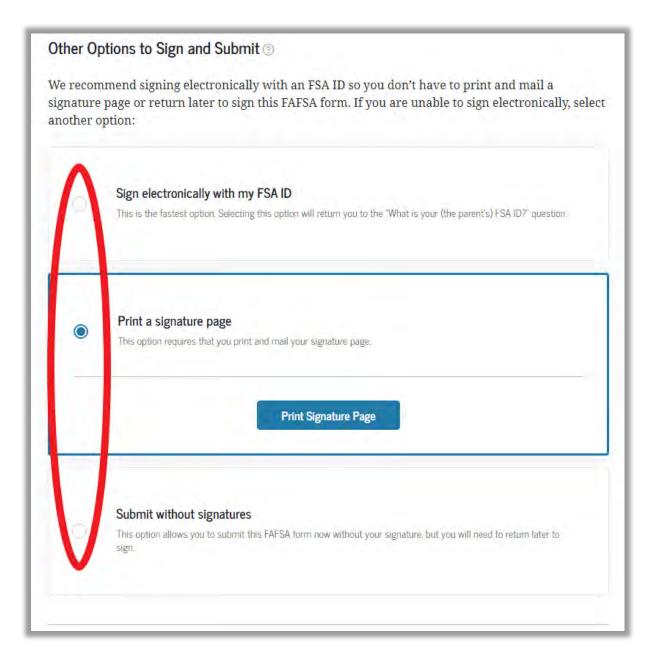
If there are two parents listed on the FAFSA either parent can provide a signature if they have set up their own FSA ID and password.



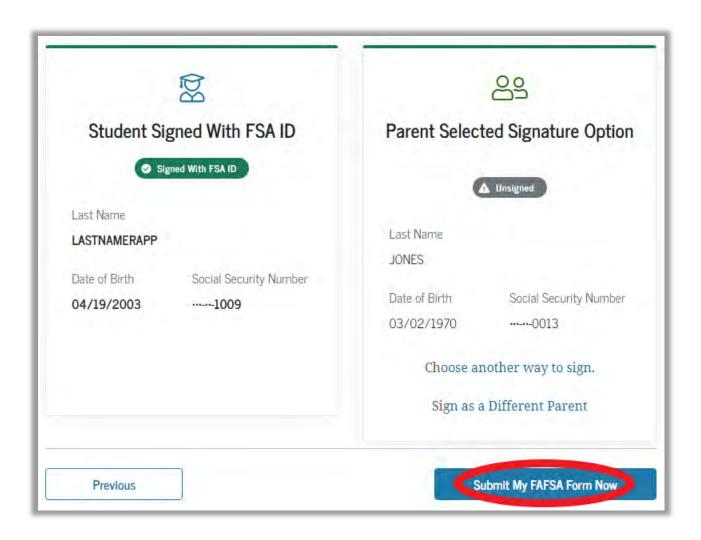
Read the information, check the "Agree" box, and then click "Continue."



The parent may need to enter their FSA ID and password before they can click "Sign and Submit FAFSA Form." If they have not set up an ID yet they will need to click "Create an FSA ID" and make one before they can move forward.

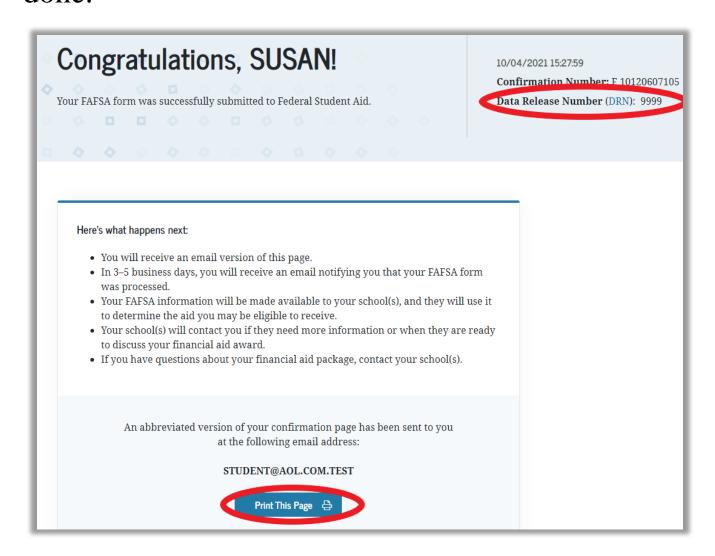


If, for some reason, the parent is unable to sign the FAFSA you can print a signature page and then mail the signed page to the US Department of Education.



Click on "Submit My FAFSA Form Now" to complete the application.

You should see a confirmation screen when done.



Print out the page or write down the Data Release Number (DRN.) You may need to provide it to a school at a later date.