

## STEPS FOR APPLYING FOR FINANCIAL 2014-2015

1. Apply for admission to College of the Mainland (COM) online at <http://www.com.edu/apply>
  - a. Select the appropriate application status and follow the instructions provided.
  - b. Submit an official high school transcript from an accredited high school or GED certificate of completion to the Admissions Office for applicants with no previous college work.
  - c. Submit official academic transcripts from **all colleges previously attended** to the Admissions Office for evaluation even if no financial aid was received for transfer students.
  
2. Apply for a Personal Identification Number (PIN) at [www.pin.ed.gov](http://www.pin.ed.gov) before completing the Free Application for Federal Student Aid (FAFSA). Use your PIN as your electronic signature. If you are a dependent student one of your parents should also apply for a PIN to complete your FAFSA and to sign the FAFSA electronically.
  
3. Log on to [www.fafsa.gov](http://www.fafsa.gov) to complete the *Free Application for Federal Student Aid (FAFSA)*. For the 2014-2015 academic year you will provide income information from the 2013 federal tax returns for you and your parent(s) if you are a dependent student. Independents students only provide information for themselves. If no tax return was filed contact the office for instructions.
  - a. Include COM's school code on the FAFSA. Our school code is *007096*.
  
4. If your application is selected for verification by the Department of Education you must provide the Student Financial Services Office with additional documents.
  - a. If you did not use the Data Retrieval Tool option to complete your income information when you completed your FAFSA, you must provide an income tax transcript from the Internal Revenue Service (IRS). We can no longer accept photocopies of your actual return. Contact the office for instructions on how to request this document from the IRS.
  - b. Copies of all W-2s and/or 1099s used to complete the 2013 tax return(s). If you do not have these forms you can request a W-2 transcript from the IRS.
  - c. Student Verification Worksheet (available in the Student Financial Services Office).
  - d. Other supporting documentation as requested by your financial aid counselor.
  
5. Submit all required documents by the established priority financial aid deadlines:
  - a. Fall semester: **June 1<sup>st</sup>**
  - b. Spring semester: **November 1<sup>st</sup>**
  - c. Summer semester: **May 1<sup>st</sup>**

**NOTE: If you do not complete your financial aid by the priority deadline you may have to pay your tuition/fees and books/supplies out-of-pocket and get reimbursed when your financial aid application is processed!**