
   b. Apply as soon as possible after January 1\(^{st}\).
   c. Sign your FAFSA electronically with a PIN number provided by the Department of Education. Information on PIN numbers can be found at [www.pin.ed.gov](http://www.pin.ed.gov).
   d. The FAFSA must be completed, processed and received before completing the following steps.

2. Complete the FAFSA using the IRS Data retrieval Tool
   a. The best option to complete the FAFSA is to use the IRS Data retrieval Tool (DRT) at [www.fafsa.gov](http://www.fafsa.gov).
   b. It is the easiest way to provide your tax data.
   c. It is also the best way of ensuring that your FAFSA has accurate tax information.

3. Complete the Federal Verification Process (Required for all Qatar Students)
   a. Complete the 2014-2015 Verification Worksheet for Dependent Students. The worksheet is available at [www.cmu.edu/finaid/forms.html](http://www.cmu.edu/finaid/forms.html).
   b. Submit all required information with the verification worksheet including tax documents and income Information (taxed and untaxed). The student and one parent must sign and date the worksheet.
   c. If you or your parents filed a 2013 U.S. Federal Tax return, you and your parent are required to submit to us a Federal Tax Return Transcript. (We recommend that you request a transcript online at [www.irs.gov/Individuals/Get-Transcript](http://www.irs.gov/Individuals/Get-Transcript).
   d. If you or your parents are required to file an Income Tax Return in a country other than the U.S., you must provide us a copy of your foreign tax return and provide tax information translated into U.S. dollars on a U.S. tax return. The translated tax return must be signed by you and a tax accountant.
   e. Forms can be faxed to (412) 268-6551 or sent electronically to [mmacon@andrew.cmu.edu](mailto:mmacon@andrew.cmu.edu). *Note: social security numbers should be removed from all electronic transmissions.*

Carnegie Mellon is introducing a new financial aid portal, which can be accessed via Student Information Online (SIO). Currently within this portal, students who have applied for 2014-15 financial aid may view their submitted and requested documents and complete their attestations.

In the near future, enrolled students who have applied for 2014-15 aid or have previously applied for and received aid at Carnegie Mellon will be able to view the following information in the portal:

- Financial Aid Award
- Financial Aid Award Messages
- Loans
- Loan History

To view the new portal, log in to SIO and, under the ‘Finances’ tab, click on ‘Financial Aid Status/Award’.

Those interested in applying for financial aid for the 2014-15 academic year, can view instructions or learn more about Carnegie Mellon’s financial aid programs on The HUB website.