2016-2017 Federal Financial Aid Application Instructions (U.S. Citizens in Qatar)

1. Complete the 2016-2017 Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. *(Required for federal financial aid programs).*
   b. Apply as soon as possible after January 1st.
   c. Sign your FAFSA electronically using your FSA ID assigned by the Department of Education. If you do not already have an FSA ID you can create one when logging into www.fafsa.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.
   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).*
   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 2015 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.)*
   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 the tax filer.
   e. Forms can be faxed to 412-268-6551 or sent electronically to mmacon@andrew.cmu.edu. *(Note: Social security numbers should be removed from all electronic transmissions.)*
4. Complete Attestations: Required for all students applying for financial aid

   a. After March 1, 2016 log into Student Information Online (SIO), hover over 'finances' and click on 'Financial Aid Permissions.' Log into the Financial Aid Portal by clicking on the blue 'complete attestations here' link and complete attestations.


Federal Grant Eligibility

To determine eligibility for Federal Grants (Pell Grant and SEOG) the student must complete the FAFSA and receive a valid Institutional Student Information Record (ISIR) with a calculated Expected Family contribution (EFC). Federal Grants will not be awarded until all steps in the Federal Financial Aid instructions are complete including submission of all required and signed forms for Federal Verification.

Questions?

For specific questions regarding the financial aid application process, please contact:

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Students interested in applying for financial aid for the 2016-17 academic year, can also view instructions or learn more about Carnegie Mellon’s financial aid programs on The HUB website.