

1. GET YOUR FEDERAL PIN.

In order to complete the FAFSA, both the student and a parent (for dependent students) must have a PIN.

If you do not have a Federal PIN:

- Go to www.pin.ed.gov to **Apply for a PIN**.
- Enter all of the information requested, such as Social Security Number, name, date of birth, address, email address, etc.
- You may create your own PIN. Be sure to write your PIN down in a safe location for future use.

If you do not know your PIN :

- Go to www.pin.ed.gov to request a **Duplicate PIN**.
- Enter your Social Security Number, the first two characters of your last name, and your date of birth. You are certifying that you are the person identified by those items
- Answer the challenge question and select **SUBMIT REQUEST**.
- If a match of your information is found, you will be asked to confirm your email address. You may also select one of the methods below in which you want to receive your PIN.
 - Display now to receive instant PIN
 - Email (receive response within 3 days)
 - Postal mail (receive response within ten days)
- Select **SUBMIT REQUEST**.
- Once you submit your duplicate PIN request, you will either receive your PIN instantly on the screen **or** confirmation that it has been requested.

2. Complete your FAFSA

- **Go to** www.fafsa.gov.
- **Click on "Start A New FAFSA"**.
- Enter all information requested.
- Select **2013-2014 FAFSA** and select Next.
- You must enter a password for your FAFSA. Please remember this password in order to access your saved FAFSA.
- Proceed through each of the following steps:
 - **Student Demographic Information.** Complete all information with accuracy. At the end of each page click **Next** to proceed.
 - **School Selection.** You will be asked to choose which schools you would like to receive your FAFSA. You may choose up to 10 schools. PTC's school code is 003992.
 - **Dependency Determination.** You will be asked a series of questions to determine if you are a dependent or independent student. Answer all questions accurately and click on **Next** to proceed.
 - **Parent Demographics.** If you are determined to be a dependent student, there will be a series of questions that must be answered by your parent(s). Complete all information and click **Next** to proceed.

- **Financial Information.** You must now provide tax information for both you, and your parent(s) (if dependent). If you have already filed your 2012 Federal Income Taxes, it is strongly suggested that you use the IRS data retrieval tool to enter this information. Please see the separate instructions for the IRS data retrieval. Enter all of the information for both you and your parent(s) and click **Next** to proceed.
- **Sign and Submit.** At this point, you have provided all of your information. You and your parent should enter your PIN number(s), agree to the Terms of Agreement, and Sign the FAFSA.
- Read the certification statement and click on "**Submit My FAFSA Now**".
- **Print your confirmation page.**
- **EXIT FAFSA.**

3. Review your Student Aid Report

- If you provided an email address, within 3-5 days you should receive an email informing you that your FAFSA has been processed.
- If an email address is not provided, you will receive a one page Student Aid Report (SAR) by mail within 5-10 days
- Follow instructions on retrieving your results.
- Review your FAFSA information carefully and make any necessary corrections.