

# FAFSA RENEWAL INSTRUCTIONS

## TO COMPLETE THE RENEWAL FAFSA, YOU MUST HAVE A FEDERAL PIN

If you know your PIN, follow the instructions below for FAFSA Renewal.

### If you do not know your PIN:

- Go to [www.pin.ed.gov](http://www.pin.ed.gov) to request a **Duplicate Pin**.
- By entering your Social Security Number, the first two characters of your last name, and your date of birth, you are requesting a duplicate PIN. You are also certifying that you are the person identified by those items. If you purposely certify to false or misleading information, you may be fined \$20,000, sent to prison, or both.
- 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.

## FAFSA RENEWAL APPLICATION INSTRUCTIONS

Renewal Free Application for Federal Student Aid (FAFSA) is designed for students who applied for aid the previous year. You may use this online application to complete and submit the Renewal FAFSA on the Web.

When you begin your application, you'll notice that many of the answers will already be on the form. This is because the information you reported on the FAFSA you filed during the 2010-2011 school year is being carried over to this form. ***You only need to answer a question if your answer has changed from last year. However, there are sections of the application that MUST be completed such as: drug conviction eligibility, year in college, income and asset information.***

The Renewal FAFSA should take less than one hour to complete depending on your answers and whether or not you have the necessary information available. Since you can save the application for later whenever you want, you don't have to complete the entire Renewal FAFSA at one time.

### TO BEGIN:

- Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Click on "Fill Out Your FAFSA".
- Select **2011-2012 FAFSA** and select **Next**.
- Enter all information requested. You must provide a password and **remember the password** to retrieve your saved application. Your password protects your information. **A PIN is not the same as the password** you have to provide. A PIN serves as your electronic signature and provides access to your other application records such as a **Renewal FAFSA**, whereas the password will give you access to a saved but not yet submitted application.
- Select **Next**.
- Review all pre-filled information.
- Proceed through each of the following steps:
  - **Student Demographic Information**. Review and update each entry if necessary. At the end of each page click **Next** to proceed.  
\*\*\*\*Be sure to answer Question #31 (Drug Conviction Eligibility)\*\*\*\*Do not leave it blank.
  - **Student's Status**. Review and update as required. At the end of each page, click on **Next** to proceed.
  - **Student's Finances**. Update with 2009 Income Information. At the end of each page, click on **Next** to proceed.
  - **Parents' Info (if required)**. At the end of each page, click on **Next** to proceed.
  - **Schools To Receive Results**. PTC's school code (003992) is already populated. Click on **Next** to proceed.
  - **Review FAFSA Info**. Print a copy for your records. Click on **Next** to proceed
  - **Submit Student's FAFSA** . Read the certification statement and click on "**Submit My FAFSA Now**".
  - **Print your confirmation page**.
  - **EXIT FAFSA**.

If you provided an email address, within 3-5 days you should receive an email informing you that your FAFSA has been processed. Follow instructions on retrieving your results.

If an email address is not provided, you will receive a one page Student Aid Report (SAR) by mail within 5-10 days. PTC's Financial Aid Office will also receive your FAFSA results. You will be notified if additional documentation is required.