Financial Aid Application Checklist

2017–2018 Quarter Deadlines

Fall 2017
April 10, 2017

Winter 2018
August 31, 2017

Spring 2018
December 28, 2017

Summer 2018
February 22, 2018

☐ **Check and Meet the Deadlines**
- Fall 2017: April 10, 2017
- Winter 2018: August 31, 2017
- Spring 2018: December 28, 2017
- Summer 2018: February 22, 2018

☐ **Complete the Free Application for Federal Student Aid (FAFSA) for 2017-2018**
- Apply for a FSAID at **fsaid.ed.gov**. Your application can be signed using your FSAID.
- Complete and submit the FAFSA online at **fafsa.gov**.
- Use Highline College's Federal school code is 003781.

☐ **Apply for Admission to Highline College**
If you have not applied for admission to Highline College, complete the application at: **admissions.highline.edu/apply** or in-person at Admissions/Entry Services.

☐ **Activate your Highline College Email** at **myinfo.highline.edu**

☐ **Submit the Financial Aid Data Sheet to the Financial Aid Office**
Available on the financial aid website (**financialaid.highline.edu/Forms**) and required for each academic year you are applying for financial aid.

☐ **Review your Student Aid Report (SAR) on the FAFSA website**
Review your SAR (the result from your FAFSA) for accuracy and make any corrections to your SAR, as necessary, at **fafsa.gov**

☐ **Check Your Financial Aid Status and Your Highline Email**
Check the status of your financial aid by using the financial aid portal. Through the portal you can see if your application has been reviewed and if you need to provide us with more information, you can see your awards, and verify information that you have turned in. Your portal can be accessed through **financialaid.highline.edu**

☐ **Submit All Required Items to Financial Aid Office**
- Determine from your SAR if your application was selected for Verification. If selected, visit the portal to find out which Verification Worksheet you must complete. Find the worksheets at: **financialaid.highline.edu**
- Provide a tax transcript if you or your parents did not use the IRS data retrieval tool or tax filing information was changed after using the retrieval tool. Request a Tax Transcript directly from the IRS by going to their website **irs.gov** or by calling 1-800-908-9946.
- If your citizenship status is not confirmed on your FAFSA, bring your I-94, I-151, I-551 (green card, permanent resident card), or U.S. Passport, etc. to the Financial Aid Office and we will make a copy.
- If your Selective Service status is not confirmed on your FAFSA, you must provide proof of Selective Service registration or proof you entered the United States after your 26th birthday and were, therefore, not required to register with Selective Service. Find the application at **sss.gov**
- Provide any other documents that may be required, such as a copy of your social security card or high school diploma or GED.
- Provide proof of regained eligibility for financial aid from the Department of Education if you are in default on a federal student loan or owe a repayment on a federal grant.

For more information, please visit
financialaid.highline.edu

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