Submit a FAFSA

Your first step is to complete the Free Application for Federal Student Aid (FAFSA), using either of these two options:

1. Obtain the printed version from your local high school, public library and University locations, including all schools and colleges.
2. Complete the FAFSA on the Web (an online version) from your own computer by accessing www.fafsa.ed.gov or at one of the self-serve computers available in the iLAB Computer Center. Be sure to check for accuracy before you submit your form to the Central Processor.

If you are filing on the web for the first time, you must provide all of the information required on the printed FAFSA form. After you complete the on-line form and check it for accuracy, be sure to PRINT your signature page before submitting your information to the Central Processor. You must also mail your signature page to the Central Processor. The address is listed on the page.

Apply every year

You must file a new FAFSA every year. After the first year of filing, whether with a printed form or by using FAFSA on the Web (http://www.fafsa.ed.gov), you may be able to file a renewal FAFSA for each additional year. Renewal application information will be mailed to the address you originally listed on your 2003-2004 or 2004-2005 FAFSA. You cannot change the original address on the renewal application, and federal mail will not be forwarded. Therefore, if your address has changed you must submit a new FAFSA. The Central Processor mails renewal applications during the months of December and January.

If you filed your application for the previous year via the Web, you must request your Electronic Access Code (EAC) at http:www.eac.ed.gov/ before filing your renewal application on-line. Your EAC is mailed to the address originally listed on your 2003-2004 FAFSA within 7 to 10 days. After at least three business days you may call 1-800-801-0576 to check the status of your application.

Apply early, but not before January 1, 2005 or January 1, 2006

You do not need to be admitted to the University before you submit your FAFSA application. However, your financial aid eligibility will not be assessed until you have
been accepted by the University into an eligible program. If you apply for financial aid by the priority deadline, you may qualify for a greater amount of gift assistance. If you would like to be considered for student employment, you should indicate it on the FAFSA. Priority for student employment funds will be given to applicants who are new students seeking student employment for the first time or returning students continuing in prior student employment positions.

Meet the deadlines!

When you complete the printed FAFSA, do not send or bring your application to Howard University. Mail your FAFSA in the pre-addressed envelope. Before you seal the envelope, make sure that you (and your parent, if you are a dependent student) have signed the application and that you make a copy of the application for your records. The Central Processor must receive your application no earlier than January 1 when you are applying for the academic year (fall and spring). The results of your application will be sent to Howard University.

Take time to complete an error-free application

Read the FAFSA instructions carefully to assure that you understand what information is requested. Each item must be completed. An incomplete form will delay processing of your financial aid. Report information that is accurate at the time that you complete the application. Report your name and your social security number on the FAFSA exactly as they appear on your social security card. *If you are a health professions student, regardless of age or dependency status, you must provide parental information and signatures in order to be considered for all available funds.*

Provide the correct Federal School Code number

You must correctly identify Howard University on the FAFSA as an institution that you plan to attend in order to ensure that the results are sent to us. Use the following federal code, 001448, for all Howard University schools and colleges, including professional schools and allied health professions.

Apply separately for most scholarships

In addition to completing the FAFSA, most scholarship programs require a separate application, letters of recommendation, and possibly, an interview. All continuing undergraduate, graduate, and professional students should contact the Dean’s office of your school or college for information on scholarship eligibility requirements and application procedures.

Communicate in a thorough and timely manner

- Respond immediately to all correspondence from the University.
- Check your email for messages regarding your student account or aid status.
- Always include your social security number and student identification number on all correspondence and telephone messages.
- Contact a Financial Aid Officer to answer questions or provide additional information.
- Keep the University informed of your current name and address at all times!
Summer Financial Aid

Summer options for financial aid are limited. Please plan your finances carefully. To be eligible for aid, you must be admitted to a degree or eligible certificate program at Howard University. In addition to meeting eligibility requirements, you must:

- Register for at least half-time (six credit hours for undergraduate students and four credit hours for graduate students). Credit requirements for aid eligibility may vary for students enrolled in Pharmacy or Dentistry. Please refer to the Summer Term Financial Aid Application for credit loan requirements.

- Meet all deadlines, including the summer term registration deadline. In addition, you must complete the separate one-page Summer Term Financial Aid Application by April 1.

*Note: The Financial Aid year ends with the summer term. To receive summer aid, the Central Processor must receive your FAFSA no later than May 1.*

Types of available Summer Aid

- **Federal Pell Grant** is awarded to eligible undergraduate students. If you received the maximum allowable Pell Grant during the Fall and Spring terms, you are not eligible for a Pell Grant during the summer term.

- **Employment** is awarded to eligible graduate and undergraduate students. Funds are limited.

- **Scholarships** are not awarded by the Office of Financial Aid during the summer term but may be awarded through your area of study or outside agencies.

- **Tuition Remission** and **Veteran's Benefits** are available during the summer term and are considered as financial aid.

- **Student Loans** are available during the summer term. The Direct Subsidized, Unsubsidized, Direct Parent PLUS and Private Loans are available. The amount and type of Federal Direct Loans you are eligible to borrow each year is limited by federal regulations. If you have borrowed your annual maximum amount under the Federal Direct Loan Program during the fall and spring terms, you are not eligible for a direct loan during the summer term.

If you are...

- A **non-admitted student** - You are not eligible for University, District of Columbia, or Federal Aid. You may be eligible for Alternative Loans.

- In **audited classes** - These credits DO NOT count toward Financial Aid enrollment requirements.

- Seeking a **second undergraduate degree** - You may be eligible for Federal Direct Loans. If you have a bachelor's degree and want to receive aid for a second degree, you must have your college or the Office of Admission confirm admission in a second degree program. Students seeking a second bachelor's degree are not eligible for most Federal Financial Aid Programs.

- **Distance Education** - You are eligible to receive Financial Aid only if the course is a part of a program that leads to an associate, bachelor’s, graduate, or graduate/professional degree.

- Interested in **studying abroad** - Once you are admitted to a Study Abroad Program, you will receive a Study Abroad Cost Estimate Form (SACE) that will include your specific program, program costs, number of credits, and length of stay. You should then, make an appointment to see a Financial Aid Officer who may adjust your aid if you have additional eligibility.

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**What is a PIN?**

The PIN serves as your identification code to access your personal information in various Department of Education (ED) Systems.

It is like the personal identification number that you get from your bank that enables you to access your account. Your PIN serves as an electronic signature. Once you successfully complete your request, ED will mail your PIN to you. It will take approximately 7-10 days to receive your pin in the mail.

When you use your PIN, you must type it exactly as it appears on the letter you receive in the mail.

You can use your PIN at the following Department of Education websites:

- **FAFSA on the web**
- **The National Student Loan Data System Website**
- **Direct Loan Origination Website**
- **The Direct Loan Servicing Website**
- **The Direct Loan Consolidation Website**

You will find more on the PINs at [www.pin.ed.gov](http://www.pin.ed.gov).