

1. Complete the 2021-22 Free Application for Federal Student Aid (FAFSA)
 - a. Visit <https://studentaid.ed.gov/sa/fafsa/filling-out/dependency> to determine whether you are independent or dependent for financial aid filing purposes if you are unsure
 - b. Visit <https://studentaid.gov/fsa-id/sign-in/landing> and confirm or create your FSA ID (parent must confirm or create an FSA ID if you are dependent for financial aid filing purposes)
 - c. Using a laptop/desktop computer, visit <https://studentaid.gov/fafsa-app/ROLES>, login using your FSA ID as the student, and begin completion of the 2021-22 FAFSA
 - i. Alternatively, using a smartphone, visit <https://studentaid.gov/mystudentaid-mobile-app>, download the myStudentAid app, launch the app, login with your FSA ID, accept the terms, select the “FAFSA” button (near the bottom of the screen), select the “student” option, and begin completion of the 2021-22 FAFSA
 - d. Within the “School Selection” section, be sure to include the school code (004619) for Sullivan University
 - e. Within the “Financial Information” section, try using the IRS Data Retrieval Tool (IRS DRT) to import your 2019 Federal Tax Return digitally. If the IRS DRT fails for you, you may add 2019 financial information to the 2021-22 FAFSA manually by using a 2019 Federal Tax Return. Alternatively, if you cannot locate your 2019 Federal Tax Return, a 2019 Federal Tax Return Transcript may be secured online at <https://www.irs.gov/individuals/get-transcript>. If none of the aforementioned strategies serve you, estimation of income information will be acceptable but you are strongly encourage to make corrections at in the future. (Please note: the same must be done for a parent if you are dependent for financial aid filing purposes.)
 - f. Forward the 2021-22 FAFSA confirmation e-mail that you receive immediately upon submitting a 2021-22 FAFSA to Admissions Advisor and/or Enrollment Coordinator, making sure to identify your full name as it appeared on your Sullivan University application.
2. Complete the 2022-23 Free Application for Federal Student Aid (FAFSA)
 - a. Visit <https://studentaid.ed.gov/sa/fafsa/filling-out/dependency> to determine whether you are independent or dependent for financial aid filing purposes if you are unsure
 - b. Visit <https://studentaid.gov/fsa-id/sign-in/landing> and confirm or create your FSA ID (parent must confirm or create an FSA ID if you are dependent for financial aid filing purposes)
 - c. Using a laptop/desktop computer, visit <https://studentaid.gov/fafsa-app/ROLES>, login using your FSA ID as the student, and begin completion of the 2022-23 FAFSA
 - i. Alternatively, using a smartphone, visit <https://studentaid.gov/mystudentaid-mobile-app>, download the myStudentAid app, launch the app, login with your FSA ID, accept the terms, select the “FAFSA” button (near the bottom of the screen), select the “student” option, and begin completion of the 2022-23 FAFSA
 - d. Within the “School Selection” section, be sure to include the school code (004619) for Sullivan University
 - e. Within the “Financial Information” section, try using the IRS Data Retrieval Tool (IRS DRT) to import your 2020 Federal Tax Return digitally. If the IRS DRT fails for you, you may add 2019 financial information to the 2022-23 FAFSA manually by using a 2020 Federal Tax Return. Alternatively, if you cannot locate your 2020 Federal Tax Return, a 2020 Federal Tax Return Transcript may be secured online at <https://www.irs.gov/individuals/get-transcript>. If none of the aforementioned strategies serve you, estimation of income information will be acceptable but you are strongly encourage to make corrections at in the future. (Please note: the same must be done for a parent if you are dependent for financial aid filing purposes.)
 - f. Forward the 2022-23 FAFSA confirmation e-mail that you receive immediately upon submitting a 2022-23 FAFSA to Admissions Advisor and/or Enrollment Coordinator, making sure to identify your full name as it appeared on your Sullivan University application.

For additional help, please dial Federal Student Aid (FSA) at 1-800-4-FED-AID. Alternatively, provide your Admissions Advisor and/or Enrollment Coordinator with details of the problem you encountered, preferably with screenshots to help explain, and await further assistance.