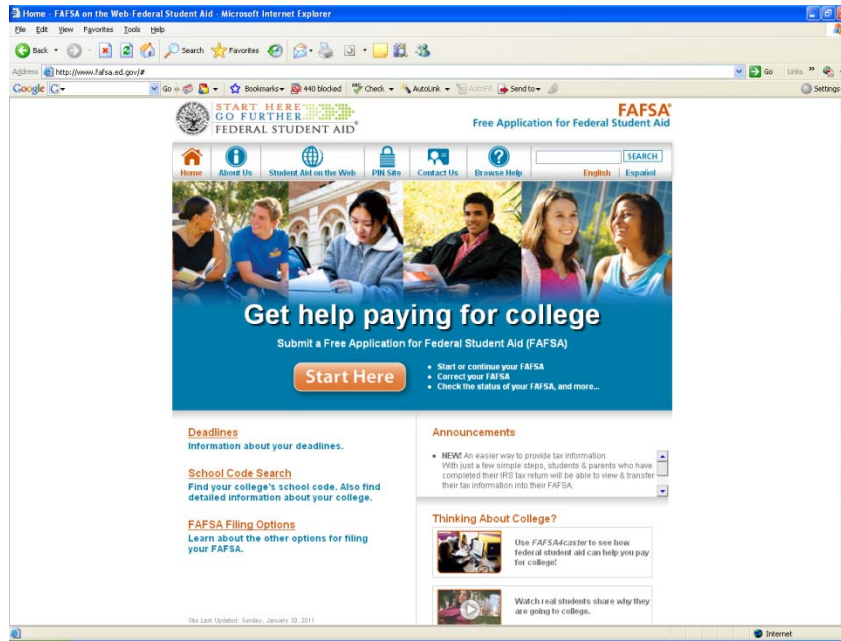


## ***Submitting Signature(s) on FAFSA:***

Gavilan College Financial Aid Office will no longer collect signature pages on behalf of students. If your FAFSA requires signature(s), please follow these instructions to ensure your FAFSA is fully processed. Without a fully processed FAFSA, we cannot determine your eligibility for grants, work study & student loans.



### **Students have 3 options to submit required signatures:**

1. **Online via FAFSA website**, [www.fafsa.ed.gov](http://www.fafsa.ed.gov), using PIN (Personal Identification Number). From FAFSA webpage, click on **“Start Here”** button to submit your PIN. To view step by step instructions for submitting signature online, see back side of this page. *If you are a dependent student, your parent will need their own PIN to sign the FAFSA online if requested. \*\*If your parent does not have an SSN, see page 2, #2 for further instruction.*
2. On paper by printing **“Signature Page”** from FAFSA website, [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Click on **“Start Here”** button to view your FAFSA and print **“Print Signature Page.”** Sign your signature page and mail to the address on the signature page. *If you are a dependent student, your parent will need to sign your signature page if requested.*
3. **Sign your paper “Student Aid Report”** If you filed a paper FAFSA and mailed it to the Processor, you would have received a **“Student Aid Report”** (SAR) from the Processor. Your SAR is your processed FAFSA. You can sign your SAR and mail it back to the Processor. *If you are a dependent student, your parent will need to sign your SAR if requested.*

# **Procedures for Submitting Signature(s) using FAFSA on the Web**

Log in to FAFSA website, [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

Click on "Start Here" button.

Enter your information: First name, last name, Social Security Number, and Date of Birth, then click next.

Under Application Status- "On Hold- Missing Signatures"

## **1. Online submission via FAFSA website-**

- a. On Application status- On Hold Missing Signatures FAFSA page- click on "Provide Signature" option.
- b. Select "Sign Electronically With my PIN. Then select "Next".
- c. Enter your PIN and check the "agree" for Terms of Agreement.
- d. Then select "Submit my FAFSA now". Confirmation page will be populated, print confirmation page for your records.

### **If you do not remember your PIN**

- a. Select "I Forgot/Don't Know My PIN" option. You will be re-directed to the PIN website.
- b. If you have already been assigned a PIN, you will need to answer the "Challenge Question" and select "Submit Request".
- c. Select "Display Now" for Receive PIN option, then select "Submit Request".
- d. PIN will be displayed on next page. Use this information to submit the PIN for your FAFSA signature (follow steps a-d).

### **If you do not have a PIN**

- a. Select "I Forgot/Don't Know My PIN" option. You will be re-directed to the PIN website.
- b. Enter all your demographic information (name, SSN, DOB, address, e-mail).
- c. Select a "Challenge Question" and enter the answer to the question (keep this information for your records in case you may need to request a duplicate PIN).
- d. Create your own PIN and confirm the PIN, then select "Next".
- e. Click "I agree not to share my PIN", then select "Submit My PIN Application".
- f. Use your PIN to submit your FAFSA signature (follow steps a-d)

## **2. Print Signature Page via FAFSA website-**

- a. Select "Print Signature Page" options (two selections). Signature page will populate.
- b. Print out the Signature page. Sign it and date it.
- c. Make a copy for your records.
- d. Mail out original copy to address provided on form.
- e. Exit the website. Processing time may take 2-4 weeks.

**\*\*If your parent does not have a Social Security Number, do **not** submit their signature online.**

*Instead, report your parents' SSN as all zeroes. Print the signature page from FAFSA on the web, have your parent sign and mail. OR Use your Student Aid Report to ensure there are zeroes for parent SSN, have your parent sign the SAR and mail it to Central Processing.*