

## Applying for Federal Financial Aid Assistance 2022-2023 (for enrollments prior to June, 2023)

To qualify for Federal Financial Aid assistance, you must complete the following steps in their entirety. Any special circumstances can only be considered once these steps are complete. If you do not have access to a computer from home, feel free to utilize the ones here on campus, and please reach out if you need any assistance.

### 1. Phone or computer?

- a. Phone: Use your phone to complete the application by downloading the free **myStudentAid** app from your app store.
- b. Computer: Go to <https://studentaid.gov/> to create an account and log in

### 2. Create an FSA ID

- a. <https://studentaid.gov/fsa-id/create-account/launch>
- b. Follow the instructions and prompts; you will need a verifiable phone number that can receive texts and a verifiable email account that you have immediate access to
- c. You will use this ID when filling out and signing the FAFSA form online, completing an MPN, Online Entrance & Exit Counseling.

### 3. Submit a completed FAFSA (Free Application for Federal Student Aid) form online

- a. <https://studentaid.gov/h/apply-for-aid/fafsa>
- b. Choose the 2022-2023 FAFSA to start and complete
- c. Follow the instructions and prompts
  - i. WHAT YOU NEED TO COMPLETE THE FAFSA APPLICATION:
    1. Your FSA ID and Password
    2. Your SSN
    3. Your Alien Registration Number (if you are not a U.S. Citizen)
    4. Your 2018 federal income tax returns, W-2s, and other records of money earned. (Note: you may be able to transfer your federal tax return information directly into your FAFSA using the IRS Data Retrieval Tool. This is the most accurate way of transferring your tax information)
    5. Current bank statements and records of investments (if applicable)
    6. Records of untaxed income (if applicable)
    7. AMBI Federal School Code: **042763**

After completing your FAFSA Application, it will take 48-72 hours for the application to be processed and AMBI to receive it. In the interim, please complete the following: A Master Promissory Note and Online Entrance Counseling completion are mandatory for Federal Student Aid Loan Awards to be processed. These are not an agreement to take on any loans.

1. Complete Loan Agreement for a Subsidized/Unsubsidized Loan (MPN) (~15-20 minutes to complete)
  - a. <https://studentaid.gov/app/launchMpn.action?mpnType=subUnsubMpn>
2. Complete Annual Student Loan Acknowledgment (<10 minutes to complete)
  - a. <https://studentaid.gov/asla/>
3. Complete Entrance Counseling (~30-45 minutes to complete)
  - a. <https://studentaid.gov/app.counselinginstructions.action?counselingType=entrance>

Great resources:

<https://studentaid.ed.gov/sa/fafsa/filling-out>  
<https://www.youtube.com/user/FederalStudentAid/videos>

We are here to help this process run as smoothly as possible. Should you have any difficulty creating an FSA ID, completing the FAFSA, the MPN, or the Entrance Counseling, please do not hesitate to reach out to us.

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