



Financial Aid Office

2700 Barstow Road, Barstow California 92311
(760)252-2411x7205 FAX (760)252-6748

ONLINE FINANCIAL AID APPLICATION INSTRUCTIONS **(FAFSA 2018-2019)**

To complete your Free Application for Federal Student Aid (FAFSA) follow the directions below. Please note that you must submit your FAFSA before your Board of Governors Fee Waiver (BOG) can be processed.

1. Go to www.fafsa.ed.gov
2. Click on: Start a New FAFSA
3. Login with either the FSA ID or the Student Information
4. In drop box select: 2018-2019 FAFSA
5. When completing the application ensure that you use the IRS Data Retrieval Tool. This will link the information directly from the IRS to your FAFSA application. Do not change any of the information that is transferred over. If the information is changed it renders the transferred information as ineligible. You will need a copy of your 2016 federal tax returns available when using the IRS Data Retrieval Tool. You will also need your W2's and LES, if applicable.
6. Under the financial information section military, clergy and others must report housing, food (BAS), and other living allowances. Dependents of military, clergy and others receiving these benefits must also report them on the FAFSA. The amount reported needs to reflect the benefits received for the entire calendar year of 2016.
NOTE: DO NOT include the value of on-base military housing or the value of a Basic Military Allowance for Housing (BAH).
7. When asked for the school code, type **001119** for Barstow Community College and the code of any other college that you would like your application sent to.
NOTE: You may only receive financial aid from one school at a time, excluding the Board of Governor's Fee Waiver, which may be received at multiple institutions.
8. If you have not created a FSA ID, you will be given the option of creating a FSA ID to use when logging into and signing your application. You will need to select the link to create a FSA ID. Create a Username and Password, enter in the personal information requested, choose challenge questions, and then enter the secure code emailed to you. After reviewing your information for accuracy you will need to submit the FSA ID application and enter in the newly created FSA Username and Password to sign your FAFSA.
NOTE: You will not be able to complete or access your application without the FSA ID.
9. Once you submit your FAFSA a confirmation page will appear that will have your **(EFC) Code**. **PRINT THIS PAGE OUT** and keep it as part of your records.
10. It will take about a week for your FAFSA to process and be sent to the schools you listed. The Financial Aid Office will then send you an email informing you to log into your account online to view your missing requirements (if any). All missing documents must be submitted to the Financial Aid Office before eligibility can be determined.

***Warning: There are sites that will charge you for completing the FAFSA. If you encounter such a site, you are not at the correct web address. Do not pay to complete this form. It is a FREE Application for Federal Student Aid.**