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# Summary of Changes for the Application Processing System

2008-2009

U.S. Department of Education



F E D E R A L  
S T U D E N T A I D

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# Introduction

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## Overview

The *Summary of Changes for the Application Processing System* guide is designed to meet the reference needs of financial aid administrators (FAAs), programmers, and data processing staff. In this guide, we describe updates and enhancements to the 2008-2009 application processing system. Changes for 2008-2009 are described in the following sections.

- Major Changes – This section provides information about major changes for the 2008-2009 processing year and covers the following topics:
  - PIN Process
  - Renewal FAFSAs
  - Spanish Output
  - Student Aid Report (SAR) Redesign
  - Increased Number of Federal School Codes
  - Signature Reject Expected Family Contribution (EFC)
  - Enhanced National Student Loan Data System (NSLDS) Reporting of Academic Competitiveness Grant (ACG) and National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) Data
  - Renaming of “FAA Adjustment” to “Professional Judgment”
- Schedule for the 2008-2009 Application Processing System – This section provides important processing deadlines and anticipated document and software release dates.

- Summary of Changes to the 2008-2009 Free Application for Federal Student Aid (FAFSA) – This section provides information about the distribution process for the 2008-2009 FAFSA on the Web Worksheet, including how to order forms through our bulk ordering publication system. We also address the following topics in this section:
  - Reduced distribution of paper 2008-2009 FAFSAs
  - Description of changes to the 2008-2009 FAFSA
- Summary of Changes to the 2008-2009 Renewal FAFSA Process – This section provides information about changes to the renewal FAFSA process and an overview of the Renewal Reminders.
- Summary of Changes to the 2008-2009 Central Processing System (CPS) – This section provides information about changes to the CPS. The following areas are discussed:
  - Database Matches
  - CPS Edits
  - Need Analysis
  - Application Output Sent to Students
  - Institutional Student Information Record (ISIR)
  - Other Noteworthy Information
- Getting Help – This section provides information about customer service contacts, documents, and Web sites that you can access for additional assistance.
- Appendix – This section provides supplemental information and guidance, including sample Renewal Reminder text and important information about e-mail processing, including an application processing timetable.

We recommend you review all the information provided in this guide, as well as in the 2008-2009 versions of the *School Electronic Process Guide* and the *Student Web Application Products Process Guide*, as some enhancements may require you to modify your office procedures and system operations. These guides can be downloaded in November 2007 from Federal Student Aid's Information for Financial Aid Professionals (IFAP) ([ifap.ed.gov](http://ifap.ed.gov)) and Federal Student Aid Download (FSAdownload) ([fsadownload.ed.gov](http://fsadownload.ed.gov)) Web sites.

# Major Changes

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## Description of Major Changes

In this section we describe major changes to the application processing system for 2008-2009, including the PIN process, renewal FAFSAs, Spanish versions of common output files, SAR redesign, the Signature Reject EFC, enhanced NSLDS reporting of ACG and National SMART Grant data, and the relabeling of “FAA Adjustment” to “Professional Judgment.”

### PIN Process

The PIN process has been enhanced to simplify and expedite processing for any applicant and his or her parent if they do not already have a PIN. A PIN can now be issued in real-time from the PIN Web site or FAFSA on the Web before a successful match with the Social Security Administration (SSA) has occurred, enabling an applicant and his or her parents to immediately sign an original 2008-2009 FAFSA.

Students and parents have the option to create their own PINs, request that Federal Student Aid generate a PIN for them that will display on the screen in real-time, request that the PIN be e-mailed in real-time, or have the PIN sent through postal mail. For all options except a PIN sent through postal mail, the PIN is issued in real-time so that the student or parent can immediately use it to electronically sign the application. The Social Security Number (SSN), name, and date of birth information submitted by the applicant and parent is transmitted for a match with the SSA. If the SSN, name, and date of birth are successfully matched, the PIN remains valid and becomes a permanent PIN. 98% of student records and 97% of parent records are successfully matched with the SSA, so this change will positively impact the application process for the vast majority of students and parents. After receiving a successful SSN match from SSA, the PIN can be used to access SAR information on the Web, make corrections using Corrections on the Web, access NSLDS data, etc.

In the limited cases where the SSA match is unsuccessful, the PIN is disabled and the applicant is sent a paper SAR requesting all required signatures. A SAR comment (comments 275 to 280) will appear on the student's SAR (and ISIR) indicating the specific results of the SSA match. Until a positive match is received from the SSA, the PIN cannot be used to sign any documents or access Web sites that require the PIN.

For more information about the 2008-2009 PIN changes, refer to the *2008-2009 Student Web Application Products Process Guide*, which will be posted in November 2007 to the IFAP ([ifap.ed.gov](http://ifap.ed.gov)) and FSAdownload ([fsadownload.ed.gov](http://fsadownload.ed.gov)) Web sites.

## **Renewal FAFSAs**

Beginning with the 2008-2009 processing cycle, we are redefining the renewal application process in terms of the language we use with students and the Web options and labels that display. While the concept of a renewal application continues to exist, we are no longer offering a separate Renewal FAFSA on the Web option for 2008-2009. We are also discontinuing the use of the term “renewal” on Federal Student Aid Web sites and other resources geared to a student audience.

Instead, when a renewal-eligible student accesses FAFSA on the Web, we ask him or her if he or she would like us to “pre-fill” his or her application with data from the previous year. If the student agrees, we will present him or her with an application that is automatically filled with certain data from their prior-year application. Likewise, a student who submitted a FAFSA4caster prior to January 11, 2008 is also given the option of “pre-filling” his or her 2008-2009 FAFSA on the Web application with the FAFSA4caster data he or she provided.

Students who are not eligible for a renewal application and first-time applicants who have not submitted a FAFSA4caster are presented with an initial FAFSA on the Web application and will be prompted to provide answers to all required questions on the form.

Throughout this guide and other 2008-2009 communications to FAAs, we will continue to use the term “renewal application” rather than “pre-filled application” to refer to FAFSAs with certain information already populated for the student. We urge all FAAs to be aware of the two sources for 2008-2009 renewal applications (prior-year FAFSA data or FAFSA4caster data) and the terms you use to describe those sources as you advise your students for the upcoming processing cycle.



## Spanish Communications

We are pleased to announce that we will now send application processing communications in Spanish. Applicants who complete a Spanish FAFSA or submit corrections in Spanish (on paper or online) will receive the appropriate Spanish version of the SAR, SAR Acknowledgment, eSAR, or E-mail Notification of SAR Processing. We will send a Spanish Renewal Reminder to applicants whose renewal application was created from a Spanish application or correction transaction. Students and parents who use the Spanish PIN Web site will receive a Spanish PIN Mailer. Students who used the Spanish version of FAFSA4caster will be sent a Spanish FAFSA4caster Renewal Reminder. Applicants who submitted a subsequent application in Spanish will receive a Spanish subsequent application letter.

The language used on the input document determines the language used on the output document. This allows applicants to switch from one language to another as needed. For example, a student who completed his or her FAFSA in English can submit corrections in Spanish and, as a result, receive the output of the correction in Spanish instead of English.

## SAR Redesign

We have redesigned the SAR to improve its readability, increase usability, and to be consistent with the new standard look and feel design of Federal Student Aid documents. This enhanced look and feel expands the redesign we began implementing last year and affects the appearance and organization of Federal Student Aid Web sites and publications, furthering our goal of maintaining a consistent brand identity for all Federal Student Aid products.

The redesigned SAR enables students to more readily determine 1) the status of their FAFSA (complete or incomplete); 2) their eligibility (or ineligibility) for a Federal Pell Grant; and 3) their next steps in the application process. The body of the SAR has been changed from three sections to two, as indicated below:

<b>2007-2008 Format</b>	<b>2008-2009 Format</b>
Section 1: You (the student)	Section 1: Student Aid Report Status
Section 2: U.S. Department of Education	Section 2: Federal Student Aid Eligibility
Section 3: School(s)	

We also enhanced the 2008-2009 SAR by adding checkboxes next to important items or issues that need to be addressed (particularly on pages 1 and 3), enabling students and their parents to focus on critical areas requiring their attention.

Additional SAR redesign details are provided later in this document in the “Application Output Sent to Students” section.

## Increased Number of Federal School Codes

FAFSA on the Web has been enhanced to allow an applicant to provide up to ten Federal School Codes. The ISIR has been revised to include the four additional school codes (7 through 10) as well.

As in 2007-2008, an applicant can provide up to four colleges on the paper FAFSA and the first four colleges print on the paper SAR. We will continue to print the following statement on the paper SAR (under question 97h) if the student entered more than four schools on his or her FAFSA on the Web: “Your FAFSA information was sent to all the colleges that you listed although they are not all shown here. To see all of the colleges you listed go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and select ‘View and Print Your Student Aid Report.’”

## Signature Reject EFC

A new Signature Reject EFC value is now available in ISIR files sent by the CPS. We added this value to assist students trying to meet state agency deadlines that require a calculated EFC by a certain date. The Signature Reject EFC benefits students who have supplied all the information needed to calculate an official EFC except for the appropriate signatures.

**Note:** While the Signature Reject EFC may be used by state agencies to award state aid, it *cannot* be used as the basis for calculating federal student aid. Students must have an official EFC before federal student aid can be awarded.

The Signature Reject EFC is calculated for records that only have one or more of the following signature rejects:

- Reject 14 (missing student signature on paper FAFSA or SAR);
- Reject 15 (missing parent signature on FAFSA or SAR); or
- Reject 16 (missing student signature on Web application)

As in prior cycles, we will not calculate an official EFC for an applicant until he or she has provided all appropriate signatures.

To avoid confusion, the Signature Reject EFC does not appear on the SAR or eSAR, nor is it displayed on FAFSA on the Web. The value also does not print on the ISIR report generated by EDEExpress 2008-2009 or appear in FAA Access to CPS Online; it can only be found in the ISIR file itself.

## **Enhanced NSLDS Reporting of ACG and National SMART Grant Data**

We added several new fields and renamed other fields to accommodate changes to NSLDS data included on the ISIR for the ACG and National SMART Grant. We have enhanced this data for two reasons:

- In 2007-2008, we only provided ACG and National SMART Grant data for the current award year on the ISIR. We now provide the three most recent records for each grant, which can include awards from multiple award years. We include a field with each record identifying the applicable award year for the disbursement.
- We added new fields that can assist you in tracking and calculating how much ACG or National SMART Grant eligibility remains for a student. The new fields provide information about the scheduled award, the amount of eligibility used by scheduled award year, and total eligibility used.

## **Renamed “FAA Adjustment” to “Professional Judgment”**

To better align field names and labels with common financial aid administrator terminology, all references to “FAA Adjustment” in record layouts, Web products, and output sent to students (such as SARs) are changed to “Professional Judgment.” An FAA may use professional judgment (PJ), on a case-by-case basis only, to alter the data elements used to calculate a student’s EFC. In addition to documenting such a decision in the student’s file, the FAA must also report the PJ to the CPS using FAA Access to CPS Online. This is done by accessing the Professional Judgment field in Correction entry and selecting “EFC Adjustment requested.”

# 2008-2009 Application Processing System Schedule

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## Schedule for the 2008-2009 Application Processing System

Date	Event
June 1, 2007	<p>The Secretary of Education announces the annual updates to the tables used in the statutory “Federal Need Analysis Methodology” to determine a student’s Expected Family Contribution (EFC) for award year 2008-2009 (June 1, 2007 [72 FR 30568]). <a href="http://ifap.ed.gov/fregisters/FR06012007.html">ifap.ed.gov/fregisters/FR06012007.html</a></p> <p><b>Note:</b> An update to this Federal Register was posted on July 20, 2007 [72 FR 39804] <a href="http://ifap.ed.gov/fregisters/FR07202007.html">ifap.ed.gov/fregisters/FR07202007.html</a></p>
August 1, 2007	<p>Federal Student Aid announces the availability of the <i>2008-2009 Electronic Data Exchange (EDE) Technical Reference</i> draft (including the ISIR Record Layout and ISIR Cross Reference) on the IFAP and FSAdownload Web sites. <a href="http://ifap.ed.gov/eannouncements/0809EDETechRefAugDraft.html">ifap.ed.gov/eannouncements/0809EDETechRefAugDraft.html</a></p>

## Schedule for the 2008-2009 Application Processing System (Continued)

Date	Event
September 13, 2007	Federal Student Aid announces the new FAFSA distribution plan on the IFAP Web site. <a href="http://ifap.ed.gov/eannouncements/0913FAFSAFOTW0809Update.html">ifap.ed.gov/eannouncements/0913FAFSAFOTW0809Update.html</a>
October 19, 2007	Federal Student Aid announces the availability of the complete version of the <i>2008-2009 Electronic Data Exchange (EDE) Technical Reference</i> on the IFAP and FSAdownload Web sites. ( <a href="http://ifap.ed.gov/eannouncements/1019EDETechRef0809OctUpdate.html">ifap.ed.gov/eannouncements/1019EDETechRef0809OctUpdate.html</a> ) The <i>EDE Technical Reference</i> provides programmer specifications and information that can assist you in designing or building your own software to communicate electronically with Federal Student Aid. The <i>EDE Technical Reference</i> includes information about record layouts, required edits, printing, and reject messages.
October 2007	In preparation for the 2008-2009 cycle, postsecondary schools, high schools, libraries, and community agencies can begin to place orders for the FAFSA on the Web Worksheet and the <i>Do You Need Money for College? Complete the Free Application for Federal Student Aid (FAFSA)</i> brochure from Federal Student Aid's online bulk publications ordering system located at <a href="http://FSAPubs.org">FSAPubs.org</a> . The Worksheet is a tool to assist students and parents who complete their FAFSAs on the Web and follows the flow and logic of the online application. The <i>Do You Need Money for College?</i> brochure explains the options for obtaining and completing the FAFSA. Also included are tips for completing the application.
October 2007	The <i>CPS Test System User Guide</i> is posted to FSAdownload ( <a href="http://fsadownload.ed.gov">fsadownload.ed.gov</a> ). This user guide describes the CPS Test System, which enables you to test electronic application and correction data transmissions from your system with the CPS (outside of the normal CPS production environment). The test system will be available on November 19, 2007.

## Schedule for the 2008-2009 Application Processing System (Continued)

Date	Event
Early November 2007	Federal Student Aid begins shipping orders of the 2008-2009 FAFSA on the Web Worksheet and the <i>Do You Need Money for College? Complete the Free Application for Federal Student Aid (FAFSA)</i> brochure from Federal Student Aid's online bulk publications ordering system located at <a href="http://FSAPubs.org">FSAPubs.org</a> .
November 1, 2007	The Federal School Code List is available online on the IFAP ( <a href="http://ifap.ed.gov">ifap.ed.gov</a> ) Web site.
November 2007	In preparation for the renewal application process, Federal Student Aid sends a network message to schools asking them to remind students to update their mailing and e-mail addresses in the CPS by January 11, 2008 so that Renewal Reminders can be sent to the correct address.  A similar reminder message will be posted on the FAFSA on the Web site during the same timeframe.
November 2007	The 2008-2009 ISIR Guide is posted to the IFAP ( <a href="http://ifap.ed.gov">ifap.ed.gov</a> ) and FSAdownload ( <a href="http://fsadownload.ed.gov">fsadownload.ed.gov</a> ) Web sites. The ISIR Guide assists FAAs in interpreting student information from an ISIR.
November 2007	The 2008-2009 SAR Comment Codes and Text guide is posted to the IFAP ( <a href="http://ifap.ed.gov">ifap.ed.gov</a> ) and FSAdownload ( <a href="http://fsadownload.ed.gov">fsadownload.ed.gov</a> ) Web sites. Refer to this document for information on comment codes and text, including SAR comment text.
November 2007	The 2008-2009 School Electronic Process Guide, which describes 2008-2009 changes to Web products such as FAA Access to CPS Online and EDESuite PC software products such as EDEExpress, is posted to the IFAP ( <a href="http://ifap.ed.gov">ifap.ed.gov</a> ) and FSAdownload ( <a href="http://fsadownload.ed.gov">fsadownload.ed.gov</a> ) Web sites.
November 2007	The 2008-2009 Student Web Application Products Process Guide, which describes 2008-2009 changes to student Web products such as FAFSA on the Web and the Federal Student Aid PIN Web site, is posted to the IFAP ( <a href="http://ifap.ed.gov">ifap.ed.gov</a> ) and FSAdownload ( <a href="http://fsadownload.ed.gov">fsadownload.ed.gov</a> ) Web sites.

## Schedule for the 2008-2009 Application Processing System (Continued)

Date	Event
November 19, 2007	The CPS Test System is made available. The CPS Test System enables you to test electronic application and correction data transmissions from your system with the CPS (outside of the normal CPS production environment).
December 2007	The 2008-2009 EFC Formula Guide is posted to the IFAP Web site ( <a href="http://ifap.ed.gov">ifap.ed.gov</a> ), pending final 2007 IRS tax legislation. This guide can be used to calculate an EFC.
December 2, 2007	The 2008-2009 FAFSA on the Web and FAA Access to CPS Online Demonstration sites are made available at <a href="http://fafsademotest.ed.gov">fafsademotest.ed.gov</a> .  The user name is “eddemo” and the password is “fafsatest”.
January 1, 2008	The 2008-2009 FAA Access to CPS Online Web site ( <a href="http://fafsa.ed.gov/FOTWWebApp/faa/faa.jsp">fafsa.ed.gov/FOTWWebApp/faa/faa.jsp</a> ) is made available to financial aid administrators. In addition to entering FAFSA and correction data, you can use this Web site to view a student’s SAR information, compare two ISIR transactions for the same student, submit a signature flag for an application in a signature hold status, save FAFSA or correction data for later updates, review verification data with the Verification Tool, request ISIR data, analyze ISIR data as a basis for improving your verification process, and calculate and manage the return of Title IV funds.
January 1, 2008	The 2008-2009 FAFSA on the Web and Corrections on the Web sites are made available to students.
January 2, 2008	The 2008-2009 Central Processing System (CPS) begins processing.

## Schedule for the 2008-2009 Application Processing System (Continued)

Date	Event
January 11, 2008	<p>For students to receive the Renewal Reminder, any needed corrections to student records must be made by January 11, 2008. These corrections may include updating e-mail or mailing addresses or resolving 2008-2009 renewal eligibility issues such as rejects. For example, if a student does not have a 2007-2008 transaction with an EFC because all transactions have reject codes, the rejects must be corrected by January 11, 2008 in order to create a valid transaction so that the student will receive a reminder notification.</p> <p>You can continue to submit 2007-2008 applications and correction transactions for 2008-2009 renewal eligibility purposes after January 11, 2008, but affected students will not receive Renewal Reminders. These students will have access to their renewal FAFSA data, however.</p>
January 16, 2008 – February 11, 2008	Renewal Reminders are sent to renewal-eligible students who have not yet filed a 2008-2009 FAFSA.
January 2008	<p>EDExpress for Windows 2008-2009, Release 1.0, which includes Global, Application Processing, and Packaging functionality for the 2008-2009 cycle, is posted to the FSAdownload Web site (<a href="http://fsadownload.ed.gov">fsadownload.ed.gov</a>).</p>
February 2008	<p>The 2008-2009 ISIR Analysis Tool is made available on the FAA Access to CPS Online Web site. The ISIR Analysis Tool is designed for any school that wants to review and analyze its ISIR data and better understand certain characteristics about its Title IV applicant population and verification process (either federally selected or defined by the school).</p> <p>A new demonstration (demo) version of the ISIR Analysis Tool is also made available at this time as part of the FAA Access to CPS Online demo site, located at <a href="http://fafsademotest.ed.gov">fafsademotest.ed.gov</a>. You must provide your Federal School Code in addition to the user name (“eddemo”) and password (“fafsatest”) to access the demo version of the ISIR Analysis Tool.</p>



## Schedule for the 2008-2009 Application Processing System (Continued)

Date	Event
April 2008	EDEExpress for Windows 2008-2009, Release 2.0, which includes the Direct Loan and Federal Pell Grant (Pell) modules (including ACG and National SMART Grant functionality) for the 2008-2009 cycle, is posted to the FSAdownload Web site ( <a href="http://fsadownload.ed.gov">fsadownload.ed.gov</a> ).
June 30, 2008	The CPS accepts 2007-2008 paper and electronic FAFSAs and renewal FAFSAs until June 30, 2008. Electronic FAFSAs must be transmitted to and received by the CPS by midnight Central Time (CT). Watch the IFAP Web site ( <a href="http://ifap.ed.gov">ifap.ed.gov</a> ) for a Federal Register Notice that finalizes this deadline.
July 2008	Direct Loan (DL) Tools for Windows, Release 8.0, is posted to the FSAdownload Web site ( <a href="http://fsadownload.ed.gov">fsadownload.ed.gov</a> ). DL Tools is a supplemental software product for Direct Loan participants and contains Rebuild, Cash Management, and Compare functionalities for the 2006-2007, 2007-2008, and 2008-2009 cycles.
September 17, 2008	The CPS accepts 2007-2008 paper and electronic corrections until September 17, 2008. Electronic corrections must be transmitted to and received by the CPS by midnight CT. Watch the IFAP Web site ( <a href="http://ifap.ed.gov">ifap.ed.gov</a> ) for a Federal Register Notice that finalizes this deadline.
June 30, 2009	The CPS accepts 2008-2009 paper and electronic FAFSAs until June 30, 2009. Electronic FAFSAs must be transmitted to and received by the CPS by midnight CT. Watch the IFAP Web site ( <a href="http://ifap.ed.gov">ifap.ed.gov</a> ) for a Federal Register Notice that finalizes this deadline.
September 17, 2009	The CPS accepts 2008-2009 paper and electronic corrections until September 17, 2009. Electronic corrections must be transmitted to and received by the CPS by midnight CT. Watch the IFAP Web site ( <a href="http://ifap.ed.gov">ifap.ed.gov</a> ) for a Federal Register Notice containing more information about this deadline.

# Summary of Changes to the 2008-2009 FAFSA

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## 2008-2009 FAFSA and FAFSA on the Web Worksheet Distribution Plan

### Background

Federal Student Aid announced the 2008-2009 FAFSA and FAFSA on the Web Worksheet distribution plan on the IFAP Web site on September 13, 2007. The announcement is posted at [ifap.ed.gov/eannouncements/0913FAFSAFOTW0809Update.html](http://ifap.ed.gov/eannouncements/0913FAFSAFOTW0809Update.html).

As described in this announcement, despite the fact that we have successfully decreased reliance on the paper FAFSA over the last several years, Federal Student Aid has continued to print and distribute millions of paper forms to schools each year. Approximately 500,000 paper FAFSAs have been processed to date for 2007-2008. For the same period in 2006-2007, there were 778,000 forms processed. These numbers represent almost a 50 percent decline in the number of paper applications processed from 2006-2007 to 2007-2008.

Understanding the importance of this trend, we have concluded that our new distribution strategy, described in greater detail below, provides students with increased alternatives for completing and submitting the FAFSA.

## Paper FAFSA

As a result of the increased usage of FAFSA on the Web and the decreased usage of paper FAFSAs, we are changing our distribution strategy for the paper FAFSA. Beginning with the 2008-2009 award year, institutions (including colleges, universities, high schools, TRIO programs, libraries, and community agencies) will not be able to place bulk orders for the paper FAFSA.

Students and families can request up to three copies of the paper FAFSA (in English or Spanish) by calling the Federal Student Aid Information Center (FSAIC) toll-free at 1-800-4-FED-AID (1-800-433-3243).

Also, for 2008-2009 we created a PDF version of the FAFSA in both English and Spanish that students can submit for processing. The PDF version of the FAFSA, which is an official FAFSA for all application purposes, will be available for download on various Federal Student Aid Web sites, such as [FederalStudentAid.ed.gov](http://FederalStudentAid.ed.gov). Students can access the PDF, complete the form on the computer and print it, or print the form and complete it by hand, and mail it to the address provided for processing. Schools will also be able to access the PDF from our Web sites, including FSAPubs at [FSAPubs.org](http://FSAPubs.org).

## FAFSA on the Web Worksheet

The 2008-2009 Worksheet, the most effective tool students can use to facilitate the online application process, will still be available for bulk order by schools. We recommend you continue to remind students and their parents that the Worksheet is not a FAFSA and will not be processed as such if submitted by mail.

### ***2008-2009 Printing and Distribution Plan***

The printing, ordering, and distribution of the 2008-2009 FAFSA on the Web Worksheet begins in October 2007. Postsecondary schools, high schools, libraries, and community agencies can begin to submit orders for copies of the FAFSA on the Web Worksheet from Federal Student Aid's online bulk publications ordering system located at [FSAPubs.org](http://FSAPubs.org).

Additional Worksheets can be ordered from the FSAPubs Web site throughout the processing year. The Worksheet will also be made available in PDF format on the Student Aid on the Web site ([studentaid.ed.gov](http://studentaid.ed.gov)) and the IFAP Web site ([ifap.ed.gov](http://ifap.ed.gov)) in late October 2007 and posted to FAFSA on the Web ([fafsa.ed.gov](http://fafsa.ed.gov)) in November 2007.

Students and families can request single copies of the Worksheet by contacting FSAIC at 1-800-4-FED-AID.

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## 2008-2009 FAFSA

The 2008-2009 FAFSA design and layout has not changed:

- The first six pages (three pages double-sided and attached) are folded to form a booklet.
  - The unnumbered “page 1” contains basic instructions for filling out the form and is the cover page of the FAFSA booklet.
  - The Notes pages are numbered two through four, followed by the Worksheets on page five.
  - The “Tips” information is located on page six.
- The application form is placed inside the booklet, and a return envelope is attached to the “Notes” section and folded inside.
  - The application pages are numbered seven through ten.

The following section describes the changes and enhancements to the paper 2008-2009 FAFSA. We will look first at global changes to the FAFSA, followed by changes to the cover page, the application pages, and the Notes pages.

### Changes to the Paper 2008-2009 FAFSA

#### *Global Changes*

- **Colors** – The 2008-2009 FAFSA colors are orange for student information and purple for parent information. The orange is PANTONE 159 CVU and the purple is PANTONE 263 CVU.

The student color of the FAFSA has been changed from the traditional four-year color rotation of yellow → pink → green → blue to yellow → orange → green → blue. Purple continues to be the color for parent information.

We made this change to be more consistent with Federal Student Aid’s new look and feel, including the orange color in the logo. This enhanced look and feel affects the appearance and organization of Federal Student Aid Web sites and publications, furthering our goal of maintaining a consistent brand identity for all Federal Student Aid products.

- **Year References** – All year references have been incremented by one year.
- **IRS Tax Line Numbers** – Tax line references were updated where applicable.

- **Data Elements** – We did not add or remove any data elements to or from the FAFSA. We modified two questions and some instructions that are described on the following pages.

### ***Changes to the Cover Page (Page 1, not numbered)***

- **State Aid Deadlines** – All state deadlines have been updated for 2008-2009.

### ***Changes to the Application (Pages 7-10)***

#### **Page 7**

- **Question 21** – We revised question 21, “Are you male?” (with a Yes/No response), to the more direct question, “Are you male or female?” The applicant will fill in an oval for male or female. This wording change should increase the percentage of students who answer the question and assist Federal Student Aid in determining which students are required to register with the Selective Service.
- **Question 27** – The response for question 27, which asks if a student will have a high school diploma or GED before the 2008-2009 school year, has been revised from a Yes/No answer to a numeric choice answer. Applicants will now be able to specify whether they completed high school or an equivalent.

The revised question states “If you will complete high school or its equivalent before you begin the 2008-2009 school year, enter the correct number in the box. See Notes page 2.”

#### **Page 8**

- **Questions 38 and 39** – We separated the questions and simplified the text for these questions by moving the additional information to the “Notes” on page 3. The questions now read “How much did you earn from working in 2007? **See Notes page 3.**” and “How much did your spouse earn from working in 2007? **See Notes page 3.**” Because we separated the questions from one paragraph we were able to remove the question numbers to the left of the answer box.

#### **Page 9**

- **Questions 82 and 83** – We separated the questions and simplified the text for these questions by moving the additional information to the “Notes” on page 3. The questions now read “How much did your father/stepfather earn from working in 2007? **See Notes page 3.**” and “How much did your mother/stepmother earn from working in 2007? **See Notes page 3.**” Because we separated the questions from one paragraph we were able to remove the question numbers to the left of the answer box.

## ***Changes to the Notes (Pages 2-4)***

### **Page 2**

- **Notes for questions 14–15 (page 7)** – We clarified the ‘Parolee’ designation and added guidance for T-Visa Victims of Human Trafficking. The third condition in the second sentence now reads “Generally, you are an eligible noncitizen if you are... ‘Parolee’ (I-94 confirms that you were paroled for a minimum of one year and status has not expired), ‘Victim of human trafficking,’ T-Visa holder (T-1, T-2, T-3, etc.), or ‘Cuban-Haitian Entrant.’”
- **Notes for question 16 (page 7)** - We added instructions for question 16, “What is your marital status as of today?” The new instructions read “Report your marital status as of the date you sign your FAFSA. If your marital status changes after you sign your FAFSA, you must not change this information.”
- **Notes for question 26 (page 7)** – We revised the instructions for question 26 to clarify that applicants do not need to accept all aid offered to them. The revised instructions read “Enter a number if you are interested in other types of student financial aid, in addition to grants.”
- **Notes for question 27 (page 7) – Enter the correct number in the box in question 27** – These instructions were added to the FAFSA to instruct students how to answer the revised high school or equivalent question. The new instructions read as follows:
  - Enter **1** for high school diploma
  - Enter **2** for General Education Development (GED) certificate
  - Enter **3** for home schooled
  - Enter **4** for other
- **Notes for questions 34 (page 8) and 78 (page 9)** – We added an additional statement at the end of the current instructions that reads “If you filed a 1040 and were not required to file a tax return, you should answer ‘Yes’ to this question.”

### **Page 3**

- **Notes for questions 37 (page 8) and 81 (page 9) – Notes for those who filed a 1040EZ** – We changed the exemption amount from \$3,300 to \$3,400.
- **Added “Notes for questions 38 and 39 (page 8) and 82 and 83 (page 9)”** – We added notes for questions 38, 39, 82, and 83 to emphasize that these questions need to be answered even if a tax form was not filed.
- **Notes for questions 43-45 (page 8) and 87-89 (page 10)** – We removed “state” from the two instances of “529 state prepaid tuition plans” because the IRS recognizes an independent 529 plan.

## Page 4

- **Notes for questions 71-75 (page 9)** – We added instructions for dependent students and their parents explaining that answering these questions will not reduce their eligibility for student aid or the five federal means-tested benefit programs. The new instruction reads “Answering these questions will not reduce your eligibility for student aid or these other federal benefits.”
- **Notes for questions 92-96 (page 10)** – We added instructions for independent students and their spouses explaining that answering these questions will not reduce their eligibility for student aid or the other five federal means-tested benefit programs. The new instruction reads “Answering these questions will not reduce your eligibility for student aid or these other federal benefits.”

## *Changes to the Worksheets (Page 5)*

- **Social Security Benefits Description on Worksheet A** – For clarity, we revised the first sentence of the fourth line to read “Social Security benefits received, that were not taxed (such as SSI), for all household members reported in question 90 (or 66 for your parents).”

## *Changes to the “What is the FAFSA” Page (Page 6)*

- **How can I have more colleges receive my FAFSA information?** – We changed “schools” in the question to “colleges” and revised the last paragraph in this section to reflect the four school code entry fields on the paper application and the ten fields on the Web.
- **Where can I get more information on student aid?** – We updated the first Web address in this section from “[www.studentaid.ed.gov](http://www.studentaid.ed.gov)” to “[www.FederalStudentAid.ed.gov](http://www.FederalStudentAid.ed.gov)”.
- **Reworded the Footer** – We reworded the first sentence in the footer to read “Information about other nonfederal assistance may be available from foundations,...” to clarify the text.

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## We Value Your Comments and Suggestions!

Many of the changes we made to the 2008-2009 FAFSA were the result of feedback and comments we received from you. As always, we appreciate your contributions to improving the FAFSA and encourage you to continue to share your suggestions with us. We are particularly interested in ways to simplify the form by eliminating unnecessary data collection.

Comments on the FAFSA can be sent to [FAFSAComments@ed.gov](mailto:FAFSAComments@ed.gov).

We also encourage you to watch IFAP this winter when we will post *Federal Register Notices* requesting public comments on the 2009-2010 FAFSA.



# Summary of Changes to the 2008-2009 Renewal FAFSA Process

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## Changes to the 2008-2009 Renewal FAFSA Process

**Note:** We recommend that you review the information in the “Major Changes” section earlier in this guide regarding overall changes to the 2008-2009 renewal FAFSA process before noting the changes described below.

The following enhancements to the renewal application process are being implemented in 2008-2009:

- We no longer exclude records from renewal application eligibility when a professional judgment or a dependency override was applied to the transaction. These students now have the option to file a renewal FAFSA and are reminded to see their financial aid administrator if the dependency override or professional judgment still applies for 2008-2009.

We made this renewal eligibility change after taking the following factors into consideration:

- We only carry over demographic information on renewal applications, not income and asset information. As a result, adjusted financial information from professional judgment transactions is not being carried forward to the renewal application.
- Professional judgments cannot be performed on the initial transaction. This being the case, we realized more students can benefit from the renewal process by supplying their actual information on the original transaction and then consulting with their financial aid administrator to determine if adjustments are necessary.

- Demographic data for students with a dependency override will be carried forward and will be used to determine if the student is still dependent or has become independent. Some students with a dependency override in the prior cycle may now be independent based on their date of birth, which is included in the demographic data, and can complete their 2008-2009 FAFSA without providing parental data. Students who remain dependent can consult with their financial aid administrator if they feel their circumstances warrant being considered independent again in the new cycle.
- Students who submit a FAFSA4caster record and are age 16 or older as of January 1, 2008 will receive a Renewal Reminder with customized text and will be eligible to use a pre-filled FAFSA on the Web application in 2008-2009.
- Students will receive Renewal Reminders in Spanish, if the transaction that is renewal-eligible was created from a Spanish application or correction. This change was made to keep continuity with the language in which the application was submitted and make the process easier for applicants whose primary language is Spanish.
- Students who have a fraudulent loan reported by the NSLDS will not be eligible for a renewal FAFSA.

## **New and Revised Rollover Values**

- If the student answered question 26 (“What type of student aid interests you?”) or question 54 (“Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training?”) on his or her 2007-2008 FAFSA, that answer appears on the student’s 2008-2009 renewal FAFSA.
- If the student answered Yes to question 21 (“Are you Male?”) on his or her 2007-2008 FAFSA, the value “Male” appears on his or her 2008-2009 renewal FAFSA. If the student answered No to question 21, the value “Female” appears.
- Values for Student’s Exemptions and Parents’ Exemptions are no longer carried forward from the prior cycle.
- In prior years, a student’s answer to question 27 (“Will you have a high school diploma or GED before you begin the school year?”) has been carried forward. For 2008-2009, we cannot carry this data forward because the possible responses to this question are revised.
- Values reported for the means-tested data elements are not carried forward to the 2008-2009 renewal FAFSA. If the student or someone in his or her family is still receiving benefits from one of the eligible programs, the student must answer these questions again.

Refer to the appendix of this guide for a sample of the 2008-2009 Renewal Reminder.

# Summary of Changes to the 2008-2009 Central Processing System

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## Database Matches

### Selective Service

- **Date of Birth Range Updated** – The CPS increased the end date range by one year from 1989 to 1990. This is an annual change.

### Social Security Administration (SSA)

- **Correction Records with a Change to Citizenship Response Resent to Match** – Applicants who correct FAFSA question 14 (“Student’s citizenship status”) to 1 (U.S. citizen) from 2 (eligible noncitizen) or 3 (not eligible) are now sent back to the SSA for matching.

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## CPS Edits

We have incremented the year references in data element field titles and year parameters by one. We also added and modified several CPS edits for 2008-2009. The edit changes are described below.

### Warning Edits

Warning edits trigger highlights on the fields, and a comment will be added to the SAR and ISIR.

- **Incremented Dates** – As part of our annual updates, we incremented the year references in the following warning edits:
  - **Date of Birth Edits (Updated from 09/01/91 to 09/01/92)** – These edits are used to identify dependent students who appear unusually young to be applying for federal student aid. If a student's date of birth is after September 1, 1992, he or she is 16 years old or younger (assuming a September 2008 school start date for the 2008-2009 year).
  - **Year References in Process Date Edits Incremented by One Year** – Process date edits check for application and correction records that are processed after deadlines. Student records processed between June 30, 2009 and August 20, 2009 will receive comment 125, which states the SAR must be received by September 24, 2009 or the student's last day of enrollment (whichever comes first) in order to be considered for a Pell Grant. Student records processed after August 20, 2009 will receive comment 127 or 128, which state it may be too late to send corrections or provide information if the date (September 24 or 17, respectively) has passed, and to contact the financial aid office for assistance.
- **New and Enhanced Edits** – We added new warning edits and enhanced existing warning edits to elicit more accurate reporting when conflicting or inconsistent data is provided. If any of these edits are generated, the appropriate data fields are highlighted on the paper output document or an online message is provided with an opportunity for resolving the discrepancy on the Web.

New tax filing edits:

- We added new warning edits that are associated with the tax filing status “will file.” Often applicants neglect to update the tax filing status question when they correct the data using a completed tax return. If an applicant is correcting the student's or parents' AGI, taxes paid, exemptions, or income earned from work and the tax filing status is “will file,” the student is probably making the correction because he or she either has actual data from a completed tax form or is not filing a tax form. These edits are generated

when one of the fields mentioned above is corrected and the tax filing status is not corrected from “will file.”

Enhanced citizenship status edits:

- We revised our edits for applicants who correct their citizenship status to “eligible” from “eligible non-citizen” or “not eligible” to include checking the citizenship results from the match with SSA. This will better target applicants who may need to make a correction.

Enhanced existing warning edits which check for inconsistencies in student-provided data:

- Student reports he or she is an eligible non-citizen but does not provide an alien registration number.
- Student reports he or she is a graduate/professional student but does not report his or her grade level as 6 (first year graduate/professional) or 7 (continuing graduate/professional or beyond).
- Student reports that he or she is married, but answers No to the “Is Student Married?” question.
- Worksheet C Edits – The financial aid community expressed concern that students were reporting information inconsistently on Worksheet C. As a result, we have modified our Worksheet C edits to help us identify more students with income inconsistencies.

In 2007-2008, we generated an edit if the amount of income reported on Worksheet C was greater than or equal to the student’s income or greater than 90% of the parents’ income, and assumed the Worksheet C value should be zero. For 2008-2009, we have decreased the student and parental income threshold to 50%. For example, the edit will now be generated if the Worksheet C total is \$5,100 and the parents’ income is reported as \$10,000, whereas the edit would not have been generated in this scenario in 2007-2008 unless the Worksheet C total exceeded \$9,000.

## Reject Edits

- **Date of Birth Year Incremented** – We incremented the date of birth end-year references in Rejects A and B, which alert FAAs that the date of birth entered may be in error because the student is older than most students (greater than 75) or younger than most students (less than 16) pursuing a postsecondary education:
  - Reject A – Date of birth year equals 1900 through 1933.
  - Reject B – Independent student, date of birth equals September 01, 1992 or greater, and there is not a “good” SSA match for the student.

- **New Reject Edit** – Reject 4 has been added to identify when an applicant reports a marital status date greater than the date of the application. The student must answer the marital status question as of the date he or she submitted the application. If appropriate, only the financial aid administrator can override the reject on FAA Access to CPS Online by setting the reject override flag (Reject Override Code 4). The only way for the student to correct this reject is to change the marital status date to a date before the application was originally signed. Students entering application data on the Web will not encounter Reject 4, as Web entry edits prevent users from submitting the conflicting data that results in the reject.
- **Warning Edit Changed to Reject Edit** – Reject 20 has been added to identify a student or parent who reports not filing an income tax return but also reports an income amount that appears to be over the minimum amount required for filing a tax return. If the student is using the Web to apply, he or she can submit the non-filing tax status and the income data; however, an EFC will not be calculated for the student until he or she consults with a financial aid administrator. If appropriate, only the financial aid administrator can override the reject on FAA Access to CPS Online by setting the reject override flag (Reject Override Code 20). The only way for the student to correct this reject is to change either the applicable tax filing status or the income.

## Other Edits

- **PIN** – Edits have been added to generate SAR comments associated with the new PIN process. A PIN can now be issued in real-time before a successful match with the Social Security Administration has occurred, so that an applicant or parent can immediately sign his or her application.

In the limited cases where the SSA match is unsuccessful, the PIN is disabled and the applicant is sent a paper SAR requesting all required signatures. A SAR comment (comments 275 to 280) will appear on the student's SAR (and ISIR) indicating the specific results of the SSA match. Until a positive match is received from the SSA, the PIN cannot be used to sign any documents or access Web sites that require the PIN.

**Note:** We recommend that you review the information in the “Major Changes” section earlier in this guide regarding overall changes to the 2008-2009 PIN process.

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## Need Analysis

We updated the need analysis offsets and Income Protection Allowances (IPAs) for 2008-2009. The methodology for determining the EFC is found in Part F of Title IV of the Higher Education Act of 1965, as amended.

See the Federal Register Notice dated June 1, 2007 on the IFAP Web site ([ifap.ed.gov/fregisters/FR06012007.html](http://ifap.ed.gov/fregisters/FR06012007.html)) and the updated notice dated July 20, 2007 ([ifap.ed.gov/fregisters/FR07202007.html](http://ifap.ed.gov/fregisters/FR07202007.html)) for details about changes to the 2008-2009 need analysis tables. You can also consult the *2008-2009 EFC Formula Worksheets and Tables*, which will be available on the IFAP Web site ([ifap.ed.gov](http://ifap.ed.gov)) later in 2007, for more information.

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# Application Output Sent to Students

**New for 2008-2009:** Certain students are sent Spanish versions of the paper SAR and SAR Acknowledgement. If an applicant completes a Spanish FAFSA or submits a correction in Spanish (on paper or online), the resulting output will be in Spanish, including the SAR, SAR Acknowledgement, eSAR, and E-mail Notification of SAR Processing. We are doing this to provide continuity in the language used by the student.

## Student Aid Report (SAR)

The 2008-2009 SAR is redesigned to enable students (and parents) to more quickly determine:

- the status of their FAFSA (complete or incomplete);
- their eligibility (or ineligibility) for a Federal Pell Grant; and
- their next steps.

We did this by changing the format of page 1 of the SAR and by including checkboxes by important items or issues that need to be addressed (on pages 1 and 3 of the SAR).

**Note:** We recommend that you review the information in the “Major Changes” section earlier in this guide regarding the 2008-2009 SAR redesign.

The order of the data elements on the SAR is the same as the order on the paper FAFSA. The “FAA Information” section continues to assist FAAs in finding information about a student’s eligibility in one location, and the “NSLDS” section continues to display aggregate amounts with standard text regarding repayments.

For 2008-2009, the SAR is printed on orange paper to match the color scheme of the paper FAFSA. The SAR also continues to be generated in letter format to provide information about the student's eligibility status, verification requirements, and guidance on correcting any assumptions made during processing.

A mockup of the 2008-2009 English version of the SAR can be downloaded from the IFAP Web site at [ifap.ed.gov/IFAPWebApp/currentSARMaterialsPag.jsp](http://ifap.ed.gov/IFAPWebApp/currentSARMaterialsPag.jsp).

Specific improvements to the 2008-2009 SAR are as follows:

### ***Global Changes***

- **Cycle Year Updates** – All dates in field names and valid content are updated to match the changes to the FAFSA.



- **Tax Line Item Numbers Updated** – Tax line item numbers are updated to match the respective IRS tax form line numbers.
- **P.O. Box Number Updated** – The P.O. Box number in the mailing address is updated for the 2008-2009 processing year.

### ***Page 1***

- **Heading** – On the paper SAR, the masthead at the top of page 1 is modified with the addition of “Start Here. Go Further.” to be consistent with the standard look and feel design we began using last year for Federal Student Aid Web sites and publications.
- **Body of Page 1** – As noted in the “Major Changes” section, we redesigned the text on page 1 to include two sections containing statements with checkboxes regarding eligibility status and processing results, as described below:

#### **2007-2008 Format**

Section 1: You (the student)

Section 2: U.S. Department of Education

Section 3: School(s)

#### **2008-2009 Format**

Section 1: Student Aid Report Status

Section 2: Federal Student Aid Eligibility

- **Location of Processed Date** – The Processed Date moved from above the Expected Family Contribution (EFC) number on the right side to above the control number on the left side of the page.
- **Location of DRN** – The Data Release Number (DRN) is spelled out and moved from the upper right corner on page 1 to just above the Expected Family Contribution (EFC) number.
- **EFC Label** – The abbreviation EFC is spelled out so the EFC label now reads “Expected Family Contribution (EFC).”

### ***Page 3***

- **Page 3 Redesigned** – Page 3 is redesigned to use checkboxes in front of each comment that prints on the SAR. As a result, two of the subheadings on this page were eliminated. The “What You Must Do NOW!” section is a checklist students can use to ensure they resolved all outstanding issues regarding the SAR.

### ***Page 4***

- **Revised Types of Loans Reported** – We added two new loan values to the SAR under the “FFEL (Bank Loans) and/or Direct Loans” section labeled “Combined Loans” and “Unallocated Consolidation Loans.” Due to space limitations, the “Total Amount of Loans Outstanding” section was removed.

- **Renamed Second Section** – We renamed the heading for the second section to be more general. It was previously labeled, “You may need this information to answer Questions 23, 25 and 26 on pages 5 and 6.” It now reads “Information You May Need! Some of the questions asked on the FAFSA require codes. Refer back to this section if necessary.”
- **Added Codes** – We added new codes to the “Information You May Need!” section to help students answer the revised high school or equivalent question (question 27). This change was made to match the FAFSA form. The new codes are:
  - 1 – High School Diploma
  - 2 – General Educational Development (GED)
  - 3 – Home Schooled
  - 4 – Other

### ***Page 5***

- **Question 21** – We revised the wording of question 21 and the valid responses to match the FAFSA. The question now reads “Are you male or female?” Possible responses are “Male” or “Female.”

### ***Page 6***

- **Question 27** – The wording and instructions for question 27 are revised to match the FAFSA. The question now reads “High School Diploma or equivalent?,” and the response, “Enter Code from Instructions,” match the format of questions 25 and 26. The student must use the codes found in the “Information You May Need!” section to answer this question.

### ***Page 8***

- **School Codes and Housing Plans** – As in 2007-2008, only the first four colleges listed on the applicant’s FAFSA print on the paper SAR. However, because students can now enter up to ten college choices on the Web for 2008-2009, the following statement prints on the paper SAR (under question 97h) if the student entered more than four schools on his or her FAFSA: “Your FAFSA information was sent to all the colleges that you listed although they are not all shown here. To see all of the colleges you listed go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and select ‘View and Print Your Student Aid Report.’”
- **Certification Statement** – We updated the certification statement to reflect the wording on the FAFSA.

## SAR Acknowledgement

The SAR Acknowledgement continues to be a two-page document that provides a summary of the student's processing results when the information is input electronically by the school or the student using the Web and no e-mail address was provided. As with the SAR and the ISIR, the SAR Acknowledgement is an eligibility document containing information for both the student and the FAA but it cannot be used to make corrections like the SAR.

A mockup of the 2008-2009 SAR Acknowledgement can be downloaded from the IFAP Web site at [ifap.ed.gov/IFAPWebApp/currentSARMaterialsPag.jsp](http://ifap.ed.gov/IFAPWebApp/currentSARMaterialsPag.jsp). The SAR Acknowledgement follows the order of the questions as presented on the paper FAFSA. In addition, to match the color scheme of the paper FAFSA, the 2008-2009 SAR Acknowledgement is printed on orange paper.

**New for 2008-2009:** If the student submits a Spanish application or correction, a paper Spanish SAR Acknowledgement is created for the student.

Along with annual year rollover changes that include adding, removing, renaming, and updating the fields and tax line numbers, page 1 of the SAR Acknowledgement includes the following changes:

- **Location of the Process Date** – The process date is now located on the left side of page 1.
- **Body of Page 1** – Similar to the SAR, the front page of the SAR Acknowledgment has been redesigned to contain two sections, “Application Status (review the checked boxes)” and “Federal Student Aid Eligibility (review the checked boxes).” Both sections display checkboxes next to statements regarding eligibility status and processing results.
- **Location of DRN** – The Data Release Number (DRN) is now spelled out and located above the EFC on the upper right corner of the page.
- **Spelled-out EFC** – Expected Family Contribution (EFC) is now spelled out in the label to clarify the acronym's meaning for applicants.
- **School Codes and Housing Plans** – As in 2007-2008, only the first four colleges listed on the applicant's FAFSA print on the SAR Acknowledgement. However, because students can now enter up to ten college choices on the Web, the following statement prints on the SAR Acknowledgement under the Parent's E-mail Address if the student entered more than four schools on his or her FAFSA: “Your FAFSA information was sent to all the colleges you listed although they are not all shown here. To see all of the colleges you listed go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and select ‘View and Print Your Student Aid Report.’”

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# Institutional Student Information Record (ISIR)

The ISIR contains all information reported on the FAFSA, as well as key processing results and NSLDS financial aid history information. As in recent cycles, the 2008-2009 ISIR record layout follows the order of the paper FAFSA questions.

## ISIR Record Layout

Changes have been made to the 2008-2009 ISIR based on data element changes on the FAFSA, at CPS, and in the NSLDS. As noted earlier in this guide, we posted a draft 2008-2009 ISIR record layout and 2008-2009 ISIR Cross Reference Table describing all the changes on the IFAP and FSAdownload Web sites in August 2007. An updated version of the ISIR record layout and cross-reference table will be posted in the Record Layouts and Processing Codes sections, respectively, of the *2008-2009 Electronic Data Exchange (EDE) Technical Reference*, which will be available in October 2007.

**Note:** We recommend that you review the information in the “Major Changes” section earlier in this guide regarding significant changes to the ISIR fields.

Some of the major changes to the ISIR are summarized below:

- **Renamed “FAA Adjustment” to “Professional Judgment”** – To better align field names and labels with common financial aid administrator terminology, all references to “FAA Adjustment” in record layouts, Web products, and output sent to students (such as SARs) are changed to “Professional Judgment.”
- **Added Four New Federal School Codes** – We revised the ISIR to include up to ten Federal School Codes. Federal School Codes 7 through 10 are now included in the ISIR file that you receive from the CPS.
- **Added Signature Reject EFC** – The new Signature Reject EFC (ISIR field 206, positions 840 to 844) is calculated only for records that have one or more of the signature rejects (14, 15, or 16). For example:
  - If the record contains reject 14 and reject 15, the Signature Reject EFC will be calculated.
  - If the record contains reject 9 (dependent student and SSN, last name, or date of birth are missing for both parents) and reject 15, the Signature Reject EFC will *not* be calculated.

This EFC *cannot* be used as the basis for determining or awarding federal student aid.

## Printed ISIR

You are not required to print an ISIR. If you choose to print an ISIR, it does not need to print exactly as the EDEExpress software prints it. For information on printing ISIRs, refer to the Printing section of the *2008-2009 Electronic Data Exchange (EDE) Technical Reference*. A list of changes to the printed ISIR can be found in the Overview section of the *2008-2009 Electronic Data Exchange (EDE) Technical Reference* or the *2008-2009 School Electronic Products Process Guide*. Both documents are scheduled to be available in November 2007 on the FSAdownload Web site at [fsadownload.ed.gov](http://fsadownload.ed.gov) and the IFAP Web site at [ifap.ed.gov](http://ifap.ed.gov).

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## Other Noteworthy Information

### SAR Comment Code Text

Significant changes to the SAR comment code text for 2008-2009 include the following:

- In prior years, comments 126 and 131 were associated with records where the student or parent updated their income but did not update their tax filing status from “will file.” Because we changed this warning edit to a reject edit, these comments are now associated with the new reject code 20.
- We updated all comments that reference question 21 (“Are you male or female?”) to reflect the changes to the response to the question.
- We added “Please review these items” to comments that mention the student reported the same value for two different fields.
- We expanded our “close to” or “exceeding loan limit” comments from two comments (256 and 257) to four comments (255 to 258) to distinguish between undergraduate limits or combined undergraduate and graduate limits. In prior years, we applied comments 256 and 257 to a student’s record when he or she was close to or was exceeding undergraduate or graduate loan limits, based on his or her grade level in college. We did not identify the loan level the student was close to or was exceeding. This year we added comments 255 and 258 to provide loan limit information for undergraduate loans only. We modified the text in comments 256 and 257 to provide loan limit information for combined undergraduate and graduate loans.
- The SAR C code is set on a student’s record based on his or her eligibility conditions. We added one new condition that will cause the SAR C code to be set on a 2008-2009 application. When an undergraduate student’s loans exceed the loan limit the SAR C code will be set and comment 255 will be on the student’s record.

The comments in the following table are new for 2008-2009. Comments 062, 272, 273, and 274 have been retained from the previous cycle; however, for 2008-2009 the comment text has changed and different edits cause these comments to be assigned to a student’s record. The table also provides a brief description of the reasons why the new comments would be included in a student’s record:

## New Comments

Comment	Reason this Comment Displays on the Record
001	This heading comment (“WHAT YOU MUST DO NOW. Use the checklist below to make sure that all of your issues are resolved”) is the first comment that prints on each record.
062	This student’s record has a Reject 4; marital status date is greater than the date the record was signed.
255	The undergraduate student’s loans exceed the loan limit.
258	The undergraduate student’s loans are close to the loan limit.
259	The student’s NSLDS record indicates a loan categorized by identity theft.
272	The student’s NSLDS record indicates a loan that is potentially fraudulent.
273	Corrections were made to the parent tax fields but no correction was made to change the tax return status from an estimated tax return.
274	Corrections were made to the student tax fields but no correction was made to change the tax return status from an estimated tax return.
275	The student was issued a PIN to sign the 2008-2009 FAFSA and the student’s PIN information was confirmed with the Social Security Administration (SSA). The PIN can now be used for all purposes.
276	The student was issued a PIN to sign the 2008-2009 FAFSA but the student’s PIN information was not confirmed with the SSA. The PIN has now been deactivated and instructions for resolving the issue with the SSA are provided in an associated comment.
277	The father was issued a PIN to sign the 2008-2009 FAFSA and his PIN information was confirmed with the Social Security Administration (SSA). The PIN can now be used for all purposes.
278	The father was issued a PIN to sign the 2008-2009 FAFSA but his PIN information was not confirmed with the SSA. The PIN has now been deactivated and instructions for resolving the issue with the SSA are provided in an associated comment.

### New Comments (Continued)

Comment	Reason this Comment Displays on the Record
279	The mother was issued a PIN to sign the 2008-2009 FAFSA and her information was confirmed with the Social Security Administration (SSA). The PIN can now be used for all purposes.
280	The mother was issued a PIN to sign the 2008-2009 FAFSA but her PIN information was not confirmed with the SSA. The PIN has now been deactivated and instructions for resolving the issue with the SSA are provided in an associated comment.

For more information about the 2008-2009 SAR comment codes and text, refer to the *2008-2009 SAR Comment Codes and Text* guide, which will be posted in November 2007 to the IFAP ([ifap.ed.gov](http://ifap.ed.gov)) and FSAdownload ([fsadownload.ed.gov](http://fsadownload.ed.gov)) Web sites.

### Federal School Code List

**New for 2008-2009:** The Federal School Code List will only be available electronically as a PDF file for the 2008-2009 award year. We will no longer distribute the list in hard-copy format.

On November 1, 2007, the 2008-2009 Federal School Code List will be made available on the IFAP Web site at [ifap.ed.gov](http://ifap.ed.gov). In addition to the Federal School Code search that is already available on FAFSA on the Web ([fafsa.ed.gov](http://fafsa.ed.gov)), the PDF file will provide you with the most current Federal School Code information in a searchable format. You can search the PDF document online, as well as print, download, and share the file. The list will be updated on a quarterly basis.

Please remind your students that they can continue to use the online Federal School Code search on FAFSA on the Web. This feature is accessible by clicking “Find my school codes” under the “Before Beginning a FAFSA” section of the FAFSA on the Web home page ([fafsa.ed.gov](http://fafsa.ed.gov)).

The 2008-2009 Federal School Code List will also be posted on the National College Access Network (NCAN) Web site at [collegeaccess.org/NCAN/](http://collegeaccess.org/NCAN/).



# Getting Help

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## Customer Service

For a complete listing of all Federal Student Aid sources of assistance, go to the Financial Aid Professionals Web site at [fsa4schools.ed.gov/help/contacts.htm](http://fsa4schools.ed.gov/help/contacts.htm).

### FSATECH Listserv

FSATECH is an e-mail listserv for technical questions about Federal Student Aid systems, software, and mainframe products.

For more information about FSATECH, including how to subscribe, go to [fsa4schools.ed.gov](http://fsa4schools.ed.gov), click “Listserve/Mailing Lists” on the left menu, and click the “FSATech listserv” link.

### CPS/SAIG Technical Support

Federal Student Aid maintains this call center to address questions about CPS processing, EDExpress and EDconnect software, SAIG enrollment, and data transmissions, and to collect system enhancement suggestions.

800/330-5947 (TDD/TTY 800/511-5806)

Representatives are available Monday through Friday, 7 a.m. to 7 p.m. Central Time (CT).

E-mail: [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov)

## **Federal Student Aid Information Center (FSAIC)**

The Federal Student Aid Information Center (FSAIC) serves the public with information about the federal student aid application process. FSAIC customer service representative (CSR) support is provided in both English and Spanish. Customers include students, parents, and FAAs seeking general information about federal grant and loan programs and specific assistance with the FAFSA (paper and FAFSA on the Web versions, including Federal Student Aid PIN assistance) and student aid processing timeframes.

Specific types of FSAIC assistance also include: FAFSA application status checks, completion of FAFSA and FAFSA corrections, requests to change addresses and Federal School Codes on the FAFSA, duplicate Student Aid Report (SAR) requests, identification of holders of existing student loans (including contact information), and Federal Student Aid publication fulfillment.

800/4-FED-AID (800/433-3243); 319/337-5665; or TDD/TTY 800/730-8913

Representatives are available Monday through Friday, 7 a.m. to 11 p.m. CT, and Saturday 8 a.m. to 5 p.m. CT (excluding federal holidays).

For more information, see: [fafsa.ed.gov](http://fafsa.ed.gov), [pin.ed.gov](http://pin.ed.gov), and [studentaid.ed.gov](http://studentaid.ed.gov).

## **Federal Student Aid's Research and Customer Care Center (RCCC)**

This call center provides information on and assistance with Title IV policy, regulations, application processing questions, and contacting other Federal Student Aid staff. Contact them at:

800/433-7327

Representatives are available Monday through Friday, 9 a.m. to 5 p.m. Eastern Time (ET).

E-mail address: [fsa.customer.support@ed.gov](mailto:fsa.customer.support@ed.gov)

For more information, see the following Web sites: [fsa4schools.ed.gov](http://fsa4schools.ed.gov) and [ifap.ed.gov](http://ifap.ed.gov).

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## Other Helpful Documents

We encourage you to review other documents on the IFAP and FSAdownload Web sites for more information about changes to the 2008-2009 application processing system:

- *2008-2009 Publication Update: Includes FAFSA and FAFSA on the Web Worksheet Information*, September 13, 2007: Describes printing and distribution plan for the 2008-2009 FAFSA on the Web Worksheet and 2008-2009 paper FAFSAs. Available on the IFAP Web site at: [ifap.ed.gov/eannouncements/0913FAFSAFOTW0809Update.html](http://ifap.ed.gov/eannouncements/0913FAFSAFOTW0809Update.html)
- *2008-2009 EDE Technical Reference*, October 19, 2007: Describes the 2008-2009 electronic data exchange (EDE) process and provides programmer specifications and information that can assist you in designing or building your own software to complement or take the place of the EDEExpress software to exchange data electronically with Federal Student Aid. Available on the IFAP ([ifap.ed.gov/eannouncements/1019EDETechRef0809OctUpdate.html](http://ifap.ed.gov/eannouncements/1019EDETechRef0809OctUpdate.html)) and FSAdownload ([fsadownload.ed.gov](http://fsadownload.ed.gov)) Web sites.
- *2008-2009 School Electronic Process Guide*, November 2007: Describes changes and enhancements for the 2008-2009 versions of FAA Access to CPS Online and EDESuite PC products such as EDEExpress, as well as other general information such as product release schedules, message class updates, and descriptions of non-cyclical school products such as Return of Title IV Funds (R2T4) on the Web and SSCR.
- *2008-2009 Student Web Application Products Process Guide*, November 2007: Describes changes and enhancements to student Web application products (FAFSA4caster, FAFSA on the Web, and the Federal Student Aid PIN Web site) for 2008-2009.
- *2008-2009 ISIR Guide*, November 2007: Provides in-depth information regarding the 2008-2009 Institutional Student Information Record (ISIR).
- *2008-2009 SAR Comment Codes and Text*, November 2007: Describes changes to SAR comment codes and associated text for 2008-2009.
- English and Spanish versions of the FAFSA and FAFSA Instructions, available for download from [ifap.ed.gov/IFAPWebApp/currentFafsaPag.jsp](http://ifap.ed.gov/IFAPWebApp/currentFafsaPag.jsp).
- English and Spanish versions of the Question 31 Worksheet (Drug Worksheet), available for download from [ifap.ed.gov/IFAPWebApp/currentDWorksheetsPag.jsp](http://ifap.ed.gov/IFAPWebApp/currentDWorksheetsPag.jsp).
- English and Spanish versions of the draft SAR and SAR Acknowledgement, available for download from [ifap.ed.gov/IFAPWebApp/currentSARMaterialsPag.jsp](http://ifap.ed.gov/IFAPWebApp/currentSARMaterialsPag.jsp).
- English and Spanish versions of the FAFSA on the Web Worksheet will be available in November 2007 from [fafsa.ed.gov](http://fafsa.ed.gov) under the “Before Beginning a FAFSA” section.

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## Federal Student Aid Web Sites

- Demonstration Web site: [fafsademotest.ed.gov](http://fafsademotest.ed.gov)
- FAA Access to CPS Online: [fafsa.ed.gov/FOTWWebApp/faa/faa.jsp](http://fafsa.ed.gov/FOTWWebApp/faa/faa.jsp)
- FSA Conferences Web site for information about the Department of Education's conferences, including the 2007 Federal Student Aid Fall Conferences: [fsaconferences.ed.gov](http://fsaconferences.ed.gov)
- FSAdownload Web site: [fsadownload.ed.gov](http://fsadownload.ed.gov)
- FSATECH e-mail listserv: [fsa4schools.ed.gov](http://fsa4schools.ed.gov) (click "Listserve/Mailing Lists" on the left menu, then click the "FSATech listserv" link)
- Information for Financial Aid Professionals (IFAP) Web site: [ifap.ed.gov](http://ifap.ed.gov)
- Training Information and Registration Web site for upcoming training opportunities and learning resources: [ed.gov/offices/OSFAP/training/index.html](http://ed.gov/offices/OSFAP/training/index.html)

# Appendix

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## Overview

The appendix contains information that is important for you to know or that you may not find in other reference documents, but is not necessarily new or changed.

The following information is included in the appendix:

- Renewal Reminders
  - Sample Renewal Reminder e-mail text
- Important information about e-mail
  - Federal Student Aid e-mail addresses
  - E-mail receipt problems
  - Advantages of providing an e-mail address on the FAFSA

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## Renewal Reminders

**New for 2008-2009:** If the transaction that is renewal-eligible was created from a Spanish application or correction, the Renewal Reminder will be in Spanish.

### ***Renewal Reminder Text***

A sample of the Renewal Reminder e-mail is provided on the following page. Both the letter and e-mail remind students that they can reapply for aid on the Web using their PINs. The Reminder also tells students who have forgotten their PINs to go to the Federal Student Aid PIN Web site ([pin.ed.gov](http://pin.ed.gov)) and request a duplicate PIN. The Reminder emphasizes the sensitivity of the PIN and urges the student to protect his or her application data by never sharing the PIN with anyone, even if that person is helping the student complete the renewal FAFSA.

## Sample Renewal Reminder E-mail Text

Subject: Reminder: Reapply For Federal Student Aid

Dear [First Name],

This is to remind you that if you have not already applied for federal student aid for the 2008-2009 school year, you can do so now using the Free Application for Federal Student Aid (FAFSA) on the Web. To apply online, either select the link below or copy the entire link and paste it into the address or location line of your Web browser:

[www.fafsa.ed.gov/FOTWebApp/complete013.jsp](http://www.fafsa.ed.gov/FOTWebApp/complete013.jsp)

You may also use the FAFSA to apply for aid from other sources, such as your state or school. Check important state deadlines at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) under the “Before Beginning a FAFSA” link. Check with your school’s financial aid office for information about school deadlines.

You will need your Federal Student Aid PIN to access your 2008-2009 FAFSA on the Web application that is pre-filled with much of your application data from last year.

If you have forgotten your PIN, you can request a duplicate by going to [www.pin.ed.gov](http://www.pin.ed.gov) and selecting “Request a Duplicate PIN.” You may select one of the following delivery methods: view an online display of your PIN; receive an e-mail with your PIN; or receive your PIN by U.S. postal mail. If you select postal mail, you will receive your PIN by mail within 7-10 days after requesting it.

Remember, your PIN gives you access to your personal information on the Web and also allows you to sign student aid documents electronically. To protect the confidentiality of your application data, you should never share your PIN with anyone, even if that person is helping you to complete your FAFSA.

If you have questions about your FAFSA, online help is available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). You can also contact the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243) and a customer service representative can assist you.

Thank You,

U.S. Department of Education  
Federal Student Aid

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# Important Information about E-mail

## Federal Student Aid E-mail Addresses

The e-mail addresses used by Federal Student Aid for PIN and FAFSA e-mail notifications are [FederalStudentAidPIN@cpsemail.ed.gov](mailto:FederalStudentAidPIN@cpsemail.ed.gov) and [FederalStudentAidFAFSA@cpsemail.ed.gov](mailto:FederalStudentAidFAFSA@cpsemail.ed.gov).

## E-mail Receipt Issues

Some students and parents have alerted Federal Student Aid that they are not receiving their PIN e-mails and the E-mail Notifications of SAR Processing. The following possibilities explain why an e-mail from Federal Student Aid may not reach a user's e-mail inbox:

- **Bulk Mail Folders** – Some e-mail accounts include “bulk mail folders” or “junk mail folders.” The e-mail is sometimes perceived as unsolicited and directed into these folders. Students should check all folders in their e-mail accounts to determine if this has happened. Some e-mail providers may require an e-mail address to be listed in an e-mail address book before allowing delivery to the user's inbox. To ensure that the e-mail is delivered to the applicant's inbox, enter the following originating e-mail addresses in the e-mail account's address book: [FederalStudentAidPIN@cpsemail.ed.gov](mailto:FederalStudentAidPIN@cpsemail.ed.gov) and [FederalStudentAidFAFSA@cpsemail.ed.gov](mailto:FederalStudentAidFAFSA@cpsemail.ed.gov)

Text on the 2008-2009 FAFSA on the Web site alerts applicants to expect e-mail from the [FederalStudentAidFAFSA@cpsemail.ed.gov](mailto:FederalStudentAidFAFSA@cpsemail.ed.gov) originating address. The PIN Web site alerts applicants to expect e-mail from the [FederalStudentAidPIN@cpsemail.ed.gov](mailto:FederalStudentAidPIN@cpsemail.ed.gov) originating address. Both sites advise applicants to enter the e-mail addresses in their address books.

- **Delivery Failure** – Some e-mail does not reach its intended destination. This can be due to a failure on the Internet or heavy e-mail traffic exceeding an e-mail provider's bandwidth. In addition, the applicant's personal e-mail account settings may prevent the delivery of our e-mail, as will most filters that reduce unwanted e-mails or “spam.” This delivery failure is due to our use of a hyperlink to a secure Web site. The applicant may want to contact his or her e-mail provider if e-mail delivery problems continue.
- **Exceeded Mailbox Size Limit** – Most e-mail providers limit the amount of space available for e-mail storage. If the applicant has exceeded the allotted limitations, his or her e-mail is not delivered. Ensure the applicant has plenty of space available in his or her mailbox.
- **Incorrect E-mail Address** – If the applicant's e-mail address has changed or was typed incorrectly into our database, the e-mail is not delivered. E-mail addresses must adhere to a strict format and syntax. An e-mail address must have a domain (.com, .edu, .gov, etc.) and cannot begin with “www.”



## Advantages of Providing an E-mail Address on the FAFSA

Processing time for an application can be greatly reduced when the applicant provides a valid e-mail address. As noted in the following table, applicants who apply online and who provide all required signatures, as well as an e-mail address, receive their processing results in as soon as one day.

Application Processing Timetable			
<b>Web Application</b>  Applications and corrections submitted after 2:00 a.m. Central Time (CT) are processed the following day, except records that are held for missing signatures. Applications that are filed and submitted on the Web by 2:00 a.m. CT are processed the same day. For example, applications submitted on Monday after 2:00 a.m. CT or before 2:00 a.m. CT on Tuesday are processed on Tuesday. Applications submitted on Tuesday after 2 a.m. CT are processed on Wednesday.  The type of input determines the type of output and when the output is sent to the student.		<b>Paper Application</b>  After the data processor receives a paper application, it can take from 7 to 10 days to scan, input, and process the data.  The type of input determines the type of output and when the output is sent to the student.	
<b>Note:</b> To receive the E-mail Notification of SAR Processing, an e-mail address must be present on the record and a match flag of “4” must be received from the Social Security Administration (along with other criteria).			
Input	Output and timeframe	Input	Output and timeframe
E-mail address provided  Student (and parent, if the student is dependent) electronically signed the application using a Federal Student Aid PIN*	An E-mail Notification of SAR Processing is sent and the computed SAR data is available on the day of processing at approximately 1:00 p.m. CT.  *If the PIN is not confirmed with the Social Security Administration the output and timeframe is the same as below.	E-mail address provided  Student (and parent, if the student is dependent) signed the paper application.	An E-mail Notification of SAR Processing is sent and the computed SAR data is available at approximately 1:00 p.m. CT on the day the application has finished processing (between the seventh and tenth day).

### Application Processing Timetable (Continued)

Web Application		Paper Application	
Input	Output and timeframe	Input	Output and timeframe
<p>E-mail address provided</p> <p>All required signatures were <i>not</i> received electronically on the application (using PIN)</p>	<p>An e-mail is sent to the student that describes how to sign electronically or print, sign, and mail a paper signature page. After the signature is received, processing will take one to three days. If no signature is received after 14 days, we will automatically start processing the application. A rejected, full paper SAR is sent when the application has finished processing.</p>	<p>E-mail address provided</p> <p>All required signatures were <i>not</i> received on the paper application</p>	<p>A rejected, full paper SAR is printed by 1:30 p.m. CT on the day the application has finished processing (between the seventh and tenth day) and is quality-checked and mailed within two days, depending on volume. To eliminate the signature reject, the student must sign the paper SAR; request a PIN to sign electronically; or print, sign, and mail a paper signature page printed from the Web. After the signature is received, processing will take one to three days. An E-mail Notification of SAR Processing is sent when the application has finished processing.</p>
<p>E-mail address not provided</p> <p>Student (and parent, if the student is dependent) electronically signed the application using PINs*</p>	<p>A paper SAR Acknowledgment is printed by 1:30 p.m. CT and is quality-checked and mailed within two days, depending on volume.</p> <p>*If the PIN is not confirmed with the Social Security Administration the output and timeframe is the same as below.</p>	<p>E-mail address not provided</p> <p>Student (and parent, if the student is dependent) signed the paper application</p>	<p>A full paper SAR is printed by 1:30 p.m. CT on the day the application has finished processing (between the seventh and tenth day) and is quality-checked and mailed within two days, depending on volume.</p>
<p>E-mail address not provided</p> <p>All required signatures were <i>not</i> received electronically on the application (using PIN)</p>	<p>A rejected, full paper SAR is printed by 1:30 p.m. CT and is quality-checked and mailed within two days, depending on volume. To eliminate the signature reject, the student must sign the paper SAR; request a PIN to sign electronically; or print, sign, and mail a paper signature page from the Web.</p>	<p>E-mail address not provided</p> <p>All required signatures were <i>not</i> received on the paper application</p>	<p>A rejected, full paper SAR is printed by 1:30 p.m. CT on the day the application has finished processing (between the seventh and tenth day) and is quality-checked and mailed within two days, depending on volume. To eliminate the signature reject, the student must sign the paper SAR; request a PIN to sign electronically; or print, sign, and mail a paper signature page printed from the Web.</p>