


JTS FINANCIAL AID *STEP BY STEP* APPLICATION GUIDE

① JTS FINANCIAL AID APPLICATION FORM:

- Complete all information on the JTS financial aid application form appropriate to your JTS school.
- Please enter or print all information legibly.
- Please estimate if you are unsure of a particular answer.
- Sign the certification section.
- Complete the included verification worksheet:
 - List College students complete the "Dependent worksheet".
 - All other students complete the "Independent worksheet".
- Complete the non-filing statement if you (or your parents or spouse if applicable) will not file a U.S. or Canadian Tax return and submit your (and your parents' or spouse's if applicable) W-2 forms.
- Canadian students should additionally complete all sections marked with a . Please convert Canadian dollars to U.S. dollars when completing the JTS Financial Aid Application form. Canadian students are not required to complete the FAFSA. Canadian students may also obtain assistance from the Canada Student Loan Program.

② FAFSA:

- You may complete the 2012-2013 FAFSA (Free Application for Federal Student Aid) beginning on January 1, 2012.
 1. Log on to www.fafsa.ed.gov
 2. Complete the 2012.2013 FAFSA. The JTS school code is 002740.
 3. The Barnard school code for the FAFSA is 002708.
 - Students in the **List College/Barnard Double Degree Program** must apply to both schools and submit a [separate application](#) to Barnard College's financial aid office.
 - Students in the **List College/Joint Program with Columbia** are not required to submit a separate application for financial aid to Columbia.
- If you filed a FAFSA last year you should complete an online renewal application. If you did not file a FAFSA last year, you should complete an original online FAFSA.
- If you are a first time FAFSA applicant you (and your parents if applicable) must apply for a PIN at www.pin.ed.gov before you can complete your FAFSA. The PIN number will allow you to apply and sign your FAFSA online.

③ INCOME TAX TRANSCRIPTS:

- Beginning with the 2012-2013 academic year, U.S. government regulations require financial aid applicants (and their parents or spouse, if applicable) to submit U.S. Tax Return Transcripts.
- There are two options to submit tax documentation to qualify for financial aid consideration:
Option 1: Use this option if you are able to file your tax return electronically by February 15th (please complete both steps):
 1. Use the IRS Data Retrieval process when completing the FAFSA online (www.fafsa.ed.gov). You will be provided with instructions to link to the IRS while completing the FAFSA. If you choose to use the IRS Data Retrieval Tool, certain data elements will be automatically populated for you on the FAFSA. Because this data comes directly from the tax return you filed with the IRS, you will not need to submit any other tax documentation to the financial aid office - neither tax transcripts nor copies of tax returns (although you may be required to provide proof of untaxed income).

2. File your tax return electronically at least two weeks prior to using the IRS retrieval tool. You will need to file by February 15th, 2012 to ensure that you meet JTS' March 1, 2012 financial aid deadline.

Please note: The IRS data retrieval tool will not be available until February 1, 2012 on the FAFSA website. To use the IRS retrieval tool, you must complete your FAFSA after February 1.

Option 2: Use this option if you cannot file your tax return electronically by February 15th or if you file a paper return (BOTH steps 1 AND 2 must be completed):

1. Submit a signed copy of your (and your parents' or spouse's if applicable) completed U.S. tax return (form 1040, 1040A or 1040EZ) with your JTS financial aid application by the March 1, 2012 deadline. Submitting a signed copy of required tax returns by March 1, along with your completed financial aid application, will guarantee that your application will be considered for financial aid.

Please note: No exceptions will be made – the completed application and tax return(s) must be submitted by March 1st. Prepare your tax returns by March 1st to ensure that you do not miss this deadline. You only need to send us an exact copy of the return that you will be submitting to the IRS by March 1st even if you and your family do not actually file the returns with the IRS until April 15th.

2. You (and your parents or spouse if applicable) must submit a U.S. Tax Return Transcript to the JTS Financial Aid Office by May 1, 2012 to actually receive your financial aid. Your financial aid award will not be disbursed unless we receive your U.S. Tax Return Transcript(s) by May 1st.

• **You may submit your U.S. Tax Return Transcript by either of these two methods:**

1. Using the IRS Data Retrieval Tool when completing or correcting your FAFSA online. You will not need to submit a hard copy of the Tax Return Transcript if you use the retrieval tool.

Please note: To be eligible to use the IRS retrieval tool, you must already have filed your federal tax return, and the IRS must have had time to process it. (The IRS processing time can take 2-8 weeks, depending on whether you filed electronically or on paper.)

2. Requesting a tax return transcript from the IRS. Your Tax Return Transcript should be available between 2 and 8 weeks from the time you file your tax return with the IRS, depending on whether you file electronically or on paper. To request your Tax Return Transcript:

1. Go to the IRS website www.irs.gov.
2. Under the "Tools" section on the homepage, click "Order a Tax Return or Account Transcript".
3. Follow the instructions to order your Tax Return Transcript. (Make sure you do *NOT* order a Tax "Account" Transcript, as this form does not have the required information on it.)
4. You should receive your Tax Return Transcript within 5 to 10 days.
5. When you receive your Tax Return Transcript, sign it (anywhere on the form) and submit it to the JTS Financial Aid Office.

QUESTIONS???

WE WILL BE HAPPY TO ANSWER ANY OF YOUR QUESTIONS.

E-MAIL: financialaid@jtsa.edu