Hollywood Institute of Beauty Careers
Financial Aid Guide

Steps to Apply for Financial Aid

➢ **Create an Account (FSA ID)**

Student: An FSA ID is a username and password you need to log in to and sign the FAFSA online. If you don't have an FSA ID, get one here ASAP. It takes about 10 minutes to create an FSA ID. If this will be your first time filling out the FAFSA, you'll be able to use your FSA ID right away to sign and submit your FAFSA online. If this is not your first time filling out the FAFSA, you'll need to wait 1–3 days before you can use your new FSA ID (there's an account verification process).

Parent: If your child is required to report parent information on the FAFSA, you need to create your own FSA ID in order to sign your child's FAFSA online. Create an FSA ID here. Parents are able to use their FSA IDs right away.

IMPORTANT: Some of the most common FAFSA errors occur when the student and parent mix up their FSA IDs. If you don't want your financial aid to be delayed, it's extremely important that each parent and each student create his/her own FSA ID.

➢ **Items We May Request From You**

We request documents as required by Federal Student Aid accountability processes. Please follow these guidelines in submitting requested information:

- Alien registration card
- Driver's License
- Proof of U.S. Citizenship
- Selective Service Registration Confirmation
- High School Diploma/GED/College Transcript or Recognized Equivalent
- Social Security Card
- Tax Transcript
- Verification Form(s)
- Veteran status documentation DD-214

How to Obtain the Requested Documentation

❖ **Alien registration card**

Submit a legible copy of your alien registration card, including both front and back. For information on obtaining this document, please visit U.S. Citizenship and Immigration Services **(www.uscis.gov).** Students who submit an alien registration card must also submit a copy of the DHS Document Verification Request (G-845). The Financial Aid Office will submit this form for processing to U.S. Citizenship and Immigration Services (USCIS).

❖ **Driver's License**

Submit a legible copy of your valid driver's license. For information on obtaining a Florida driver license, please visit the Florida Department of Motor Vehicles **(www.dmvflorida.org).**

❖ **Proof of U.S. citizenship**

Proof of U.S. citizenship may be confirmed by providing, in person, an original document of one of the following to our office:

- **U.S. birth certificate** from your county Recorder's Office
- **U.S. passport or U.S. passport card,** including signature
- **Certificate of Naturalization**
- **Certificate of Citizenship**

The Financial Aid Office will make a photocopy of your document for verification purposes and return your document to you.

❖ **Selective Service Registration Confirmation**

Submit a copy of your Selective Service registration. Visit the Selective Service System **(www.SSS.gov)** and select "Check a Registration" to print a copy of your registration record.

❖ **Social Security Card**

Submit a legible copy of your Social Security card. Be sure your card is signed **before** you make a copy. To obtain a replacement of your Social Security card, visit the Social Security Administration **(www.SSA.gov)**.

❖ **Verification of Income for Tax Filers**

IRS Data Retrieval through the FAFSA or Federal Tax Return Transcript. Use the **IRS Data Retrieval Process** to submit correct tax information. **You and/or your parent(s) will not be required to submit a tax transcript once our office receives the unaltered retrieved IRS information** or if you or your parent(s) are unable to use the IRS Data Retrieval Process, a **tax return transcript** must be submitted to our office. There is no fee for transcripts.

❖ **Request a tax return transcript in one of the following ways:**
*available 2 weeks after filing returns electronically or 8 weeks after filing returns by mail

Request Method	Where?	What?	How?	When?
Online (Get Transcript)	www.irs.gov/transcript	Paper	Get Transcript Online	5-10 Days*
IRS2Go Mobile App	www.irs.gov	Paper	Mailed	5-10 Days*
Telephone	(800) 908-9946	Paper	Mailed	5-10 Days*

❖ **Verification Forms**
The Financial Aid Office will notify you if you were selected for verification and will give you the form(s) you must complete.

❖ **Veteran status documentation DD-214**
To obtain this report, visit veterans' information at the National Archives & Records Administration (**www.archives.gov/veterans**).

❖ **High School Diploma/GED/College Transcript or Recognized Equivalent**
Submit a legible copy of your proof of graduation. We can you assist you in obtaining copies or your Transcripts/Diploma, please stop by the office and fill out a Transcript Request Form.