

2012 – 2013 Need Access Student Instructions: Steps 1-6

Step 1. Identify Applicant (Required)

At this step, you will:

1. Select the academic year for which the student is requesting aid.
2. Answer the question: "Are you the student?" (Parents can enter information into the student application portion of the Need Access application.)
3. Provide the student's first and last name, date of birth, and Social Security number.

Step 2. School Selection (Required)

At this step, you will:

1. Select the student's year in school for the academic period for which the student is requesting financial aid. If the student is a transfer student, choose 1st year graduate/professional or 1st year undergraduate. Select from the following list:

| | |
|-------------------------------------|---|
| A. 1st year undergraduate | 1. 1st year graduate/professional |
| B. 2nd year undergraduate | 2. 2nd year graduate/professional |
| C. 3rd year undergraduate | 3. 3rd year graduate/professional |
| D. 4th year undergraduate | 4. 4th year graduate/professional |
| E. 5th year or beyond undergraduate | 5. 5th year graduate/professional |
| | 6. 6th year or beyond graduate/professional |
2. Select the names of the schools at which the student wishes to be considered for financial aid from the list provided online. Note that the list only contains the names of institutions that participate in Need Access Need Analysis data collection. We will send the information provided via this Need Access application to each of the schools selected.

Step 3. Student Information (Required)

At this step, you will provide answers to the following four questions:

1. **Student's Marital Status.** Select the Student's Marital Status from the list below. Select "Unmarried" if the student is Single and will not be married by June 1, 2013.

| | |
|---|---------------------|
| 1. Currently married | 4. Separated |
| 2. Unmarried | 5. Divorced/widowed |
| 3. Unmarried, but will be married by 6/1/2013 | |
2. **Citizenship.** Select the student's citizenship from the list below. Refer to the definitions if necessary.

| | |
|---|--------------------------------|
| 1. U.S. Citizen or U.S. National | 3. On Student or Exchange Visa |
| 2. Permanent Resident or Eligible Non-citizen | 4. Other |

Definitions:**2. "Permanent Resident/Eligible Noncitizen"**

- U.S. permanent, or conditional permanent, and have an Alien Registration Receipt Card (I-151, I-151C, I-551)
- Eligible noncitizen with INS Arrival-Departure Record (I-94) showing Refugee, Asylum Granted, Indefinite Parole, Humanitarian Parole, or Cuban-Haitian Entrant
- Eligible noncitizen with Temporary Resident Card (I-688)
- A resident of the Republic of Palau (PW), the Republic of the Marshall Islands (MH), or the Federated States of Micronesia (FM)
- A Canadian-born Native American under terms of the Jay Treaty

3. "On Student or Exchange Visa"

- If you have a F1 or F2 student visa in the U.S.
- J1 or J2 exchange visitor visa
- G series visa (pertains to international organizations)

4. "Other"

- If no other answer applies

3. **Student's Parental Situation.** Indicate the Student's Parental Situation by selecting from the list below. Note that this question is not asking the student's marital status. Please indicate **whether** your parents are married, never married, divorced or separated, one parent deceased, both parents deceased, or if you are a ward of the court.
- | | |
|--------------------------|--------------------------|
| 1. Married | 4. One parent deceased |
| 2. Never married | 5. Both parents deceased |
| 3. Divorced or separated | 6. Ward of the court |
4. **Total number of people supported.** Indicate the total number of people that the student (and spouse) will financially support, and who will live with them, between July 1, 2012 and June 30, 2013.

Guidelines:

- Include the student (and spouse)
- Do not include the student's parents and siblings or other household members, regardless of whether they physically live with the student or not, unless the student financially supports them.

Here are a few examples:

- 1 person: the student does not financially support anyone except the student
- 2 people: the student financially supports only the student and the student's spouse
- 3 people: the student financially supports only the student, the student's spouse, and the student's child

Step 4. Student Form (Optional)

At this step you can download a copy of the **Student Information Worksheet**, if you want to prepare your financial data on paper before entering it in the online Need Access Student Application. If you prefer, you can simply continue to provide your information online. If you opt to use the Worksheet, be sure to refer to the accompanying instructions.

Step 5. Parent Form (Optional)

At this step, your parents can download a copy of the **Parent Information Worksheet**, if they wish to prepare their financial data on paper before entering it online. If they prefer, they can simply provide their information online. If they opt to use the Worksheet, they should be sure to refer to the accompanying instructions.

Step 6. Non-Custodial Parent Form (Optional)

At this step, your parents can download a copy of the **Non-Custodial Parent Information Worksheet**, if they wish to prepare their financial data on paper before entering it online. If they prefer, they can simply provide their information online. If they opt to use the Worksheet, they should be sure to refer to the accompanying instructions.