



Applying for Federal Aid

Create a FSA ID

- Create a FSA ID username and password: www.fsaaid.ed.gov (student and/or parents)
This is how you will electronically sign the FAFSA.

Complete the FAFSA

- File FAFSA (free application for federal student assistance: www.fafsa.ed.gov
You will need to click on the IRS Tool to match information from IRS to the FAFSA information.
- **(School Code: 003816)**

If you plan to attend college from	You will submit this FAFSA	You can submit the FAFSA from	Using income and tax information from
July 1, 2026 – June 30, 2027	2026-2027	Oct. 1, 2025– June 30, 2027	2023

Request a Tax Transcript

- To obtain an IRS Tax Return Transcript go to www.irs.gov create an account, view and print immediately, or click on the “Order a Return Transcript” link, or call **1-800-908-9946**; also you may pick up the IRS Return Transcript at the **IRS Office, 161 Court Street, Charleston WV 25301** or **Internal Revenue Service 420 Riffe Street, Sophia, WV 1-844-545-5640 (You must call to make an appointment to pick up your tax transcript)**. Please reference the chart above for the correct tax year.
- After you complete the FAFSA, in 7-10 days your information will be processed and sent to the school of your choice. Please contact the Financial Aid department for further instructions.

Financial Aid Contact Information: 304-896-7060 or Financialaid@southernwv.edu

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For more Information, visit: www.southernwv.edu

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