

# Missing Signature(s) FAFSA Corrections

## Step 1: Log into FAFSA

- Log into your Fafsa application using your FSA ID and Password. Once logged in, make sure you are selecting the 2016-2017 tab, then select **"Provide Signatures"**

The screenshot shows the FAFSA website interface. At the top, there is a navigation bar with 'Home' and 'Help' icons, a 'Welcome,' message, a 'Logout' link, and a search box. The main content area is titled 'My FAFSA' and includes a 'Welcome,' message. Below this, there are two tabs: '2016-2017' (selected) and '2015-2016'. A red arrow points to the '2016-2017' tab. The main status section is titled 'Current Application Status: On Hold - Missing Signatures' and contains the following text: 'Your application was submitted without the required signatures and will be incomplete until signatures are received.' and 'Provide signatures now to complete your application.' A red arrow points to a blue button labeled 'PROVIDE SIGNATURES'. To the right of this section, there are two boxes: 'Original Application' (Submitted: 03/10/2016, Processed: 03/11/2016) and 'Latest Correction' (Submitted: 03/24/2016, Submitted By: Student, Processed: ). Below the main status section, there is a 'You can also:' section with a link to 'View Correction History'. At the bottom of the page, there is a 'NEED HELP?' button and a footer with the text 'Site Last Updated: Sunday, January 24, 2016' and a link to 'Download Adobe Reader'.

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Home Help

Welcome, Logout

SEARCH

My FAFSA

Welcome,

2016-2017 2015-2016

**Current Application Status: On Hold - Missing Signatures**

Your application was submitted without the required signatures and will be incomplete until signatures are received.

Provide signatures now to complete your application.

**PROVIDE SIGNATURES**

**Original Application**  
Submitted: 03/10/2016  
Processed: 03/11/2016

**Latest Correction**  
Submitted: 03/24/2016  
Submitted By: Student  
Processed:

You can also:

- [View Correction History](#) to view corrections made to your FAFSA

**FSA ID** Last Time, Date FSA ID Used: 8:53, 03/17/2016

**FSA ID Status:**  
[User Account Management](#)  
You can use your FSA ID to sign your FAFSA electronically or make corrections to your FAFSA.

Create a shareable file with some of your student information.  
[Learn More](#)

**NEED HELP?**

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Step 2: Once you have selected "Provide Signatures", you will be prompted with whom needs to sign and signing options.

- Signing electronically is the **preferred** method. Providing the Student/Parent has an FSA ID, you will select "Sign Electronically w/ My FSA ID), sign and submit

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Help [SEARCH]

### Provide Signature(s)

**Parent Signature**

How do you (the parent) want to provide your signature?

Sign Electronically With My FSA ID (Fastest)

Print A Signature Page

[Create an FSA ID](#)  
[Forgot Username](#)  
[Forgot Password](#)

**NEED HELP?** **EXIT**

#### Help and Hints

How do you (the parent) want to provide your signature?

A parent has three options to sign the student's FAFSA:

- Sign electronically using the parent's own FSA ID. This is the fastest option. The application will be processed within 3-5 days.
- Print a signature page, sign it, and mail it to the address on the page. The application will be processed once the signature is received.
- Submit the FAFSA without signatures. The application will be partially processed without signatures and you will receive a Student Aid Report (SAR) within

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Step 3: If the Student and/or Parent are unable to sign the FAFSA application electronically

- Select Print a Signature Page
  - Make sure your pop-up blocker is disabled. Signature will open in an additional screen



Help

SEARCH

## Provide Signature(s)

### Parent Signature

How do you (the parent) want to provide your signature?

Sign Electronically With My FSA ID (Fastest)

Print A Signature Page

[Create an FSA ID](#)

[Forgot Username](#)

[Forgot Password](#)

NEED HELP?

EXIT

## Help and Hints


How do you (the parent) want to provide your signature?

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- Sign electronically using the parent's own FSA ID. This is the fastest option. The application will be processed within 3-5 days.
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## Step 4: Signing and Submitting

- Once Signature Page is printed and signed, submit
  - You can choose to send original signature page to the Office of Financial Aid for manual processing (**fastest option**)
  - You can mail the signature page to FAFSA with the address in Step 3 on the signature page

 You're not done yet! You still need to print this page and mail it to the address listed in Step 3. After you print this page, click Close.

2016-2017

FAFSA on the Web Signature Page



Student Name:  
Address:  
City, State

Ref:  
Date Printed: 03/24/2016

### **Step One: Read the following.**

Students: By signing a signature page and mailing it to us, you certify that you:

1. will use federal and/or state student financial aid only to pay the cost of attending an institution of higher education,
2. are not in default on a federal student loan or have made satisfactory arrangements to repay it,
3. do not owe money back on a federal student grant or have made satisfactory arrangements to repay it,
4. will notify your school if you default on a federal student loan, and
5. will not receive a Federal Pell Grant from more than one school for the same period of time.

Students and Parents: By signing a signature page and mailing it to us, you certify that all of the information you provided is true and complete to the best of your knowledge and you agree, if asked:

1. to provide information that will verify the accuracy of your completed form.
2. to provide U.S. or state income tax forms that you filed or are required to file.

You also certify that you understand that the Secretary of Education has the authority to verify information reported on your application with the Internal Revenue Service and other federal agencies. If you purposely give false or misleading information, you may be fined up to \$20,000, sent to prison, or both.

### **Step Two: Sign below unless otherwise noted.**

Student Signature: \_\_\_\_\_ NOT REQUIRED TO SIGN \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If parental information is provided on the FAFSA, at least ONE parent whose information is provided must sign.

Preparer's Certification: All of the information on this form is true and complete to the best of my knowledge.

Preparer's Signature: \_\_\_\_\_ NOT REQUIRED TO SIGN \_\_\_\_\_ Date: \_\_\_\_\_

If you or your family paid a fee for someone to fill out this form or to advise you on how to fill it out, that person must sign.

### **Step Three: Mail the signature page to the following address:**

Federal Student Aid Programs  
P.O. Box 7652  
London, KY 40742-7652



If you have questions, call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243) or 1-319-337-5665. If you are hearing-impaired and have questions, contact the TTY line at 1-800-730-8913.

[PRINT SIGNATURE PAGE](#)

[CLOSE](#)

### **University Mailing Address**

Lawrence Technological University  
Attn: Office of Financial Aid  
21000 W. 10 Mile Road  
Southfield, MI 48075

### **In-Person**

DTE Energy OneStop Center for Enrollment Services  
A. Alfred Taubman Student Services Center  
Main Floor