Downloading and completing FAFSA offline:

Using Chrome go to: https://fafsa.ed.gov/

• Scroll to the bottom of the screen and click on **"FAFSA Filing Options"**

• If you **ARE NOT** completing to FAFSA application online you will need to download and SAVE the form to the computer desktop then print the form out. The saved copy on your desktop will be a blank backup in case you need to make changes on the form your have printed out.

To begin the **Save process** for the application click on the circled application title.

PLEASE NOTE this warning on the FAFSA web site. . . .

Once the application form opens as a PDF follow these steps to save the form to your desktop.

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(HINT: If you DO NOT see these icons in the upper right of your browser, you will need to move your mouse toward the top of the screen.)
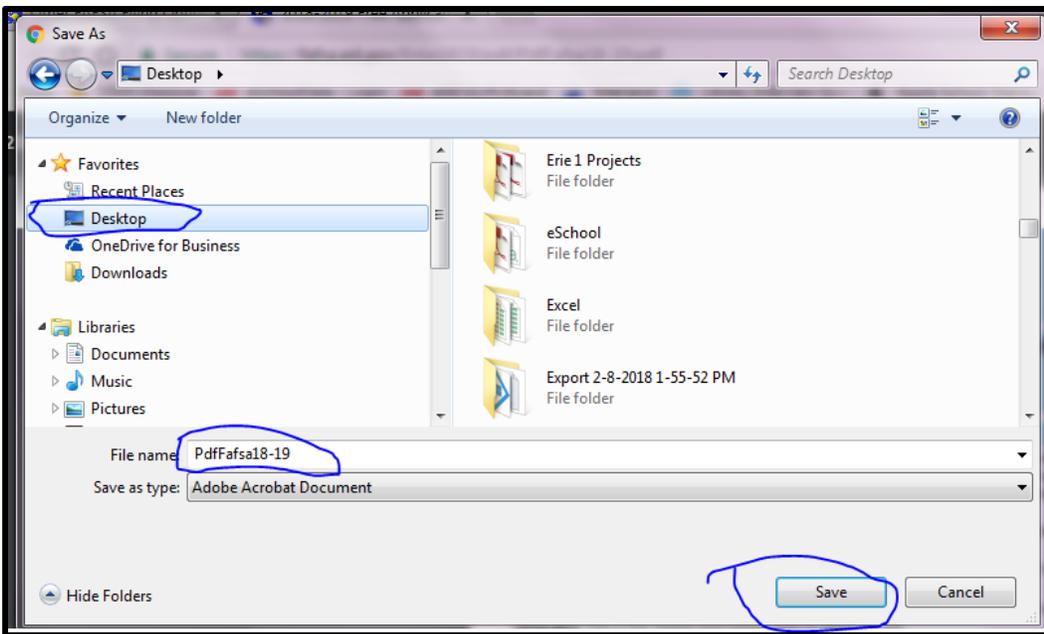
Click on the underlined downward pointing **ARROW** to **DOWNLOAD** and **SAVE** the FAFSA application.
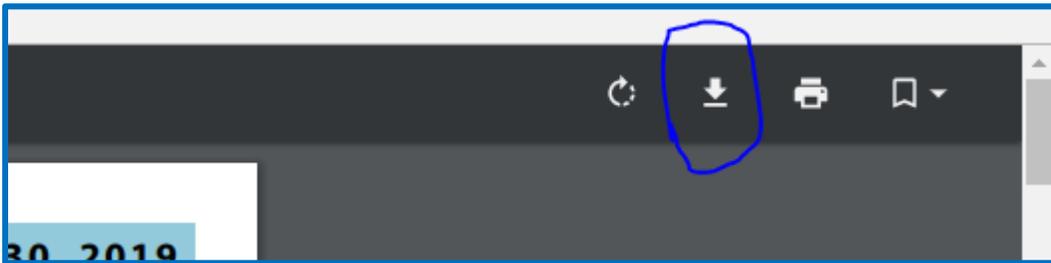
Select the location you wish to **SAVE** the application to; in this case **Desktop**, take note of the **FILE NAME**, and click **SAVE**.

After **verifying** that the application was **SAVED** by locating it on the desktop or other location that it was saved to, you can then close the pdf application in the browser. Once it application is saved to the desktop it can be opened and completed on the laptop / computer. It **FIRST** has to be saved to the laptop.

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