

## Completing the FAFSA: A Step-by-Step Guide

### Step 1. Create an FSA ID (username & password) at <https://studentaid.gov>

- If student and/or parent **do not** currently have an FSA ID, you will need to **Create an Account**. The FSA ID will be used to sign into your FAFSA form online and used for your electronic signature at the end of the application.
  - On the home page, under POPULAR TOPICS, click **Apply for Aid Using the FAFSA Form**
  - New to the FAFSA Process? **Start New Form**
  - **Create an Account**
  - **Get Started**
  - Enter personal information
  - **Student:** Make sure that your last name matches your social security card.
    - Save this information on your phone so you can access your account in the future.
  - **Parent:** You need to create your own FSA ID in order to sign your child's FAFSA form online.
    - **With Social:** Make sure that your last name matches your social security card.
    - **Without Social:** Enter the parent's ITIN if you don't have an SSN.
- **Important Reminders:**
  - Make sure you enter your personal information exactly as it appears on your Social Security card, (**no nicknames**).
  - Use a personal email. Do Not use your R2.D2 email as you will lose that email after graduation.
  - Student and parent should all have their own email address.
  - Parent: Remember that the FAFSA form is the student's application, not yours. When the FAFSA form says 'you' or 'your' it's referring to the student.

### Step 2: Start the FAFSA form at [www.fafsa.gov](http://www.fafsa.gov)

- You will fill out the FAFSA form for the student's school year of college. For current seniors (Class of 2024) who will start college in the Fall 2024, A Better 2024-25 FAFSA form will need to be completed. **Start New Form**
- If you plan to attend college in the Summer (2024) before the Fall Semester, you will need to access last year's form: **Start or Edit a 2023-24 FAFSA Form**.

### Step 3: Filling out the FAFSA Form

- Log into FAFSA Form using your FSA ID.
- **Welcome Page:** I am starting the FAFSA form as a Student/Parent.
- **Student Onboarding:** Information about the New FAFSA.
- **Student Identity Information:** Review information for verification.
  - Enter Permanent Mailing Address & Student State of Legal Residence.
- **Approval:** Student acknowledges consent to pull financial information from the IRS through the Direct Data Exchange (DDX).
- **Personal Circumstances:** You'll be asked a series of specific questions to determine whether you are required to provide parent information on the FAFSA form. Even if you live on your own, support yourself, and file taxes on your own, you may still be considered a dependent student for federal student aid purposes.
  - Marital Status
  - College or Career School Plans (First Year – Freshman)
  - Student Personal Circumstances
  - Homeless
  - Unusual Circumstances

- **Determining the Parent(s) for FAFSA Purposes**
  - NEW Parent wizard to help determine the parent
  - Guidance has changed, now look at who provides more financial support
    - Look at who has the most income and assets if provided equal support
  - Student invites the parent through the FAFSA form by entering parent's name, date of birth, social security number and email address.
    - The second parent may be invited to contribute later, especially if the parents did not file joint taxes.
- **Student Demographics**
- **Parent's Education Status**
- **Parent Killed in the Line of Duty**
- **High School Information**
- **Student Financial Information**
  - Once approval is granted, financial data is being transmitted behind the scenes
  - Two income-related questions:
  - If the Direct Data Exchange (DDX) is not available to pull the tax information, a manual response to tax-related questions will be required. Once the DDX is available again, the FAFSA will be re-run and the student's eligibility may change.
  - Information transferred through the DDX **will not** display
- **Student Asset Information**
  - If the student starts the FAFSA, they will be asked the asset questions
  - If the parent starts the FAFSA and their adjusted gross income is less than \$60,000, the asset information will not be asked
- **Select Colleges**
  - Select up to 20 schools to receive FAFSA Information
  - Use Search or enter school's Title IV code
  - **Add every school you're considering, even if you haven't applied or been accepted yet.** If you don't end up applying or getting accepted to a school, the school will just disregard your FAFSA form. You can remove schools at any time to make room for new schools.
- **Student Review Page**
  - Will list who was invited to contribute
  - Review information and make corrections, if needed
  - Can see status of parent contributors
- **Dependent Student Signature**
  - Sign your FAFSA form by clicking on the box agreeing to the terms outlined above. Click **Submit**

#### **Step 4: Parent E-Mail**

- Parent is invited by email to log in to StudentAid.gov to contribute to the student's FAFSA.
- Parent will use created FSA ID to log into Parent account.
- **My Activity: Get Started**
  - Information of contributing to your student's FAFSA form
- **Parent Identification Information**
  - Same process as for the student, can't change name, date of birth, Social Security number or email address. Can change mailing address.
  - Go to Account Settings on Studentaid.gov if need to make a change, except to Social Security Number
- **Parent Approval Screen**

- **Parent Demographics**
- **Parent Financial Information**
  - Students with undocumented parents: parents must still report information on the FAFSA
    - Can get an FSA ID, even if don't have a Social Security number
    - Will be authenticated against the credit bureau instead of the Social Security Administration
    - Provide income earned from work instead of tax information
- **Family Size** – Can report if the number of dependents is different than the number of individuals claimed on 2022 tax return.
- **Number in College**
  - Student
  - NOT the parent(s)
  - Others attending at least half time in an approved program during the 2024-25 that leads to a degree or certificate at a post-secondary school eligible to participate in any of the federal student aid programs
  - Does not factor into need analysis calculation
- **Tax Return Information:** Income tax information will be pulled through the Direct Data Exchange (DDX)
- **Asset Questions**
  - Annual child support received, Cash, savings, and checking accounts, Businesses and investment farms, Investments, including real estate (not parents' home)
- **Other Parent Information (if applicable)**
- **Parent Review Page**
- **Parent Signature and Abbreviated Confirmation Page**
  - Sign your FAFSA form by clicking on the box agreeing to the terms outlined above. Click **Submit**

**You will receive a FAFSA Submission Summary once your FAFSA is complete. If you have any questions about your FAFSA form or your Student Aid Index (SAI), please visit your College and Career Center.**