

Student Name: _____ Date: _____

Parent Name: _____

Volunteer: _____

APPLYING FOR COLLEGE FINANCIAL AID

Create an FSA ID (Student)

- 1) Go to <https://fsaid.ed.gov/npas/index.htm>
- 2) Go to "Create an FSA ID" tab
- 3) Create an FSA ID and record your email, username and password here:

Student Email: _____

Student Username: _____

Student Password: _____

Create an FSA ID (Parent)

*Only if parent doesn't have an existing one.

- 4) Go to <https://fsaid.ed.gov/npas/index.htm>
- 5) Go to "Create an FSA ID" tab
- 6) Create an FSA ID and record your email, username and password here:

Parent Email: _____

Parent Username: _____

Parent Password: _____

Complete the FAFSA

- 1) Go to <https://studentaid.ed.gov/sa/fafsa>
- 2) Click on "Start Here" to begin the FAFSA
- 3) If the student has an FSA ID, enter the student's FSA ID information. If the student doesn't have one, he/she will need to create one.
- 4) Click "Start the **2019-2020** FAFSA"
- 5) Enter a "safe key"/password and write it here: _____
- 6) Fill out the information and click "next" to move on the next section. See below for tips/questions for each of the sections:

STUDENT DEMOGRAPHICS:

What email did the student use? _____

What will your college grade level be when you begin the **2019-2020** school year?

Never attended college/1st year

What degree or certificate will you be working on when you begin the **2019-2020** school year?

1st Bachelor's Degree

Are you interested in being considered for work-study?

Yes

SCHOOL SELECTION:

- Enter up to 10 colleges that you are applying to. Make sure you check off the college and click "add."
 - To search for a college, select the state in which the college is located, then enter the city and/or school name and click "Search".
 - Select the school and click "ADD>>" button to add the college to your list of Selected Schools.
- Under housing plans, if you are unsure about living on campus or at home, put "on campus."
- If you are applying to more than 10 colleges, once you complete the FAFSA and get your Student Aid Report (SAR), log back into the FAFSA and click on "Make FAFSA Corrections." Remove some colleges listed on your FAFSA, add the remaining schools and submit your corrections for processing.

PARENT DEMOGRAPHICS:

What email did the parent use? _____

FINANCIAL INFORMATION:

- If given the option, click on "Link to IRS"
- It will take you to a different website (This is okay!) Enter in the required information.
- If the "Link to IRS" option does not work, you will have to manually enter in the financial information from the tax return (This is okay!)

SIGN & SUBMIT

- Are you a preparer? **No**
- I, the student, agree to the terms outlined above. **Click on "agree"** (Students and parents will be required to sign the FAFSA electronically using their own FSA ID accounts).

WHAT IF YOU WANT TO SEND YOUR FAFSA TO ANOTHER SCHOOL BUT YOU'VE ALREADY SUBMITTED IT?

- 1) Go to <https://studentaid.ed.gov/sa/fafsa>.
- 2) Enter your login information.
- 3) Select the option to "Make FAFSA Corrections".
- 4) Go to the section where you've listed colleges and add the new schools. If you've already listed ten schools on your FAFSA, you'll need to delete some to make room for any new school codes.
- 5) Hit Submit.

- 6) Follow up! Check your email and/or home mailbox to respond to any requests for materials from these additional schools.

FAFSA Verification

Some FAFSAs are selected for verification. This process requires students to submit additional documents (citizenship papers, tax transcripts, proof of income, etc) to financial aid offices in order to support information entered on the FAFSA. Please make sure to check your email for any requests and respond in a timely manner. Ignoring requests for documents will hold up your financial aid awards.

CSS Profile

Students only need to submit the CSS Profile if it is required by one or more of the colleges they are applying to.

- 1) Log in to collegeboard.org. Each student should already have an account.
- 2) Scroll down and on the right side under "Student Tools," click on CSS/Financial Aid Profile, Apply Now
- 3) Next to Fall 2019 or Spring 2020 click on "Sign In"
- 4) Sign in using the same password as the collegeboard account
- 5) In the left corner, click on Register for PROFILE (You don't have to click on "Click here before you begin")
- 6) Click on "Register"
- 7) After completing the registration, complete the Profile Application. You don't have to complete the "Pre-Application Worksheet"
- 8) **FEE:** The application fee and the fee for up to 8 colleges will be waived for students who have received a fee waiver for the SAT. (For older students, fee waivers will be dependent on the AGI entered on the CSS form.)

Common Questions

Who is my parent according to the FAFSA®?

- If you need to report parent information, here are some guidelines to help you:
- If your legal parents (your biological and/or adoptive parents, or parents as determined by the state—e.g., a parent listed on your birth certificate) are married to each other, answer the questions about both of them, regardless of whether your parents are of the same or opposite sex.
- If your legal parents are not married to each other and live together, answer the questions about both of them, regardless of whether your parents are of the same or opposite sex.
- If your legal parent is widowed or was never married, answer the questions about that parent

What if my parents are divorced or separated?

- Divorced or Separated Parents Who Do Not Live Together
 - If your parents are divorced or separated and don't live together, answer the questions about the parent with whom you lived more during the past 12 months.
 - If you lived the same amount of time with each divorced or separated parent, give answers about the parent who provided more financial support during the past 12 months or during the most recent 12 months that you actually received support from a parent.
- If your **divorced** parents live together, you'll indicate their marital status as "Unmarried and both parents living together," and you will answer questions about both of them on the FAFSA.
- If your **separated** parents live together, you'll indicate their marital status as "Married or remarried" (NOT "Divorced or separated"), and you will answer questions about both of them on the FAFSA.

What if I have a stepparent?

- If you have a stepparent who is married to the legal parent whose information you're reporting, you must provide information about that stepparent as well.
- **EXCEPTION:** The FAFSA asks about your parents' education level. For these two questions, your parents are considered to be your birth parents or adoptive parents—your stepparent is not your parent in these questions