

FAFSA Steps

****NEED YOUR SSN****

Click on “?” if you don’t understand a question

Click “Next” to continue through the application, or click “Previous” if you need to go back. DO NOT use the browser to go back and forth- will lose information.

1. **Select- “I am the Student”**
2. **Create FSA ID and Password**
 - a. This is your 4 digit signature, make sure to save it in safe place ****you will need to sign at the end with this****
 - b. Your parents/guardians will need to make one as well, they will need to sign at the end
3. **“Accept” terms and agreement**
 - a. explains the Department of Education will be the only one using this information
4. **Select- “Start 2022-2023 FAFSA”**
5. **Create Save Key**
 - a. Allows you to return to application to complete- can be a 4 digit code
6. **Complete the “Student Demographic” Section**
 - a. This is where you will need to enter your SSN
 - b. Use the same name that is on your Birth Certificate
 - c. Use your personal email, be sure this is an email you check regularly
 - d. College degree- DO NOT select undecided
 - i. This will allow you to receive grants, scholarships because this shows you have a “goal”
 - e. Work-study: is a way for students to earn money to pay for school through part-time on (and sometimes off) campus jobs. **Work-study** gives students an opportunity to gain valuable **work** experience while pursuing a college degree.
 - f. Male/Female: choose what is on your birth certificate
 - g. Male: “Selective Service” enlist in draft, you will have to do this when you turn 18. You can wait or they will sign up here for you.
7. **Complete “School Selection” Section**
 - a. Can choose up to 10 colleges
 - b. Search school code

8. Complete “Dependency Status” Section

- a. Homeless or risk of being homeless is by the FAFSA standards, click on “?” to see if you fall under that umbrella
 - i. The school you are applying to will ask for supporting documentation
- b. List of other statuses, click on “?” for more information and see if you fall under that umbrella

9. Complete “Parent Demographics” Section

- a. You can skip this if you don’t think you can answer these questions, you can have your parents login with their FSA ID to complete this section
 - i. ****THIS HAS TO BE COMPLETED****
 - ii. If you are not completing this section you must have a “Special Circumstances” listed (must provide documentation)
 - iii. OR if you are only applying for an unsubsidised loan (typically not the case)
- b. If you can answer these questions:
 - i. Marital status of parents and month/year married
 - ii. Both parents SSN, birthday, email
 - iii. Household Size: members of your household that your listed parents will provide ½ or more of their support (siblings, grandparents, cousins...)

10. Complete “Parent Financials” Section

- a. Did your parents file their 2020 tax return?
 - i. Filed, Will File, Not going to file
 - ii. Type of return (1040, 1040NR, or 1040NR-EZ)
 - iii. Parents status filing (Head of household, married-joint, married-separate, qualifying widower, don’t know)
 - iv. IRS Data Retrieval Tool: tool to automatically input tax information that was sent to IRS when taxes were filed
 - v. OR manually enter info
 - vi. Enter adjusted gross income
 - vii. Enter Wages, Salary, Tips
 - viii. Enter Parents Income Tax (says what line on 1040 form where to find this)
 - ix. Next list of questions use “?” to see if it pertains to parent, if it doesn’t mark in “0”
 - x. Enter Balance of cash, checking and savings

11. Review Data

- a. Look over carefully
- b. Can print
- c. "Next"

12. Complete "Signature Status" Section

- a. Select- "Student Signature"
- b. Select- "Agree"
- c. Enter FSA ID you created at beginning of application
- d. Parent signature- same as student signature using parents FSA ID

13. Confirmation Page

- a. Confirmation you have completed the FAFSA Application
- b. You will get what financial aid you qualify for from the school you applied for