A STEP-BY-STEP GUIDE TO THE FEDERAL FINANCIAL AID PROCESS

April Financial Aid Virtual Bootcamp
AGENDA

01 The Federal Financial Aid Process Overview
02 FSA ID
03 FAFSA Completion
04 FAFSA Processed
05 College Review
06 Award Letters
QUESTIONS?

SUBMIT YOUR QUESTIONS TO:
FSAOUTREACHWEBINARS@ED.GOV
# FAFSA® APPLICATION PROCESS

<table>
<thead>
<tr>
<th>ONE</th>
<th>TWO</th>
<th>THREE</th>
<th>FOUR</th>
<th>FIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student/Parent</td>
<td>Student/Parent</td>
<td>FAFSA® is processed by FSA;</td>
<td>College reviews information and</td>
<td>Student reviews award package;</td>
</tr>
<tr>
<td>create an FSA ID</td>
<td>completes the FAFSA® Form</td>
<td>Student receives a Student Aid Report (SAR);</td>
<td>assembles award package for the student</td>
<td>compares to other award letters; student</td>
</tr>
<tr>
<td></td>
<td></td>
<td>College receives information if listed on FAFSA®</td>
<td></td>
<td>determines which college to attend</td>
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</tbody>
</table>
STEP ONE: FSA ID
FSA ID

FEDERAL ACCOUNT

FSA ID is your username and password

WHY DO I NEED A USERNAME AND PASSWORD?

Having a username and password allows you to sign and submit your FAFSA® form. It is also required to complete entrance and exit counseling and to see how much you've borrowed in student loans.

HOW DO I GET A USERNAME AND PASSWORD?

You create your username and password at StudentAid.gov. It will not be assigned to you.
FSA ID

HOW TO CREATE

Visit Studentaid.gov

May enter your email address (*Do not use school email address. Use personal.)

Create a username

Create a password

Enter your name, date of birth, and Social Security number
FSA ID FREQUENTLY ASKED QUESTIONS

CAN I CREATE AN ACCOUNT FOR SOMEONE ELSE?

Do NOT create an FSA account on behalf of someone else.

For example, that means parents should not create FSA accounts for their children and vice versa. Doing so may result in issues signing and submitting the FAFSA® form and could lead to financial aid delays.

DO BOTH OF MY PARENTS NEED TO CREATE AN ACCOUNT?

Only one parent – if you are a dependent student – will need to create an account (FSA ID).

CAN I STILL SIGN THE FAFSA® FORM WITHOUT AN FSA ID?

Yes, you can print the signature page and mail it in instead of submitting online.

This is ideal for a parent who is not a U.S. Citizen.
STEP TWO: FAFSA® COMPLETION
WHO SHOULD COMPLETE THE FAFSA®

CITIZENSHIP

• Must be a U.S. citizen or an eligible non-citizen
• Must have a valid Social Security number (with the exception of students from the Republic or the Marshall Islands, Federated States of Micronesia, or the Republic of Palau) or Alien number

STUDENT

• having a high school diploma or a recognized equivalent such as a General Educational Development (GED) certificate
• completing a high school education in a homeschool setting approved under state law; or
• enrolling in an eligible career pathway program and meeting one of the "ability-to-benefit" alternatives can apply in certain situations including for non-U.S. citizens, students with criminal convictions, and students with intellectual disabilities

REGISTERED FOR SERVICE

• be registered with Selective Service, if you're a male (you must register between the ages of 18 and 25)
WHERE TO COMPLETE THE FAFSA®

fafsa.gov

myStudentAid
**Info**

**THINGS YOU NEED**

Make sure you have the following information to fill out the FAFSA® form.

<table>
<thead>
<tr>
<th><strong>6 THINGS YOU’LL NEED TO FILL OUT THE FAFSA® FORM</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. USERNAME AND PASSWORD (FSA ID)</td>
</tr>
<tr>
<td>2. SOCIAL SECURITY NUMBER</td>
</tr>
<tr>
<td>3. 2019 TAX RECORDS INFORMATION</td>
</tr>
<tr>
<td>(Automatically transfer tax info with the IRS Data Retrieval Tool)</td>
</tr>
<tr>
<td>4. RECORDS OF YOUR UNTAXED INCOME</td>
</tr>
<tr>
<td>5. RECORDS OF YOUR ASSETS (MONEY)</td>
</tr>
<tr>
<td>6. LIST OF SCHOOLS YOU’RE INTERESTED IN</td>
</tr>
</tbody>
</table>
## WHOSE INFORMATION IS PROVIDED ON THE FAFSA®?

<table>
<thead>
<tr>
<th>PARENTS’ MARITAL STATUS:</th>
<th>PROVIDE INFORMATION FOR:</th>
</tr>
</thead>
<tbody>
<tr>
<td>MARRIED</td>
<td>BOTH OF YOUR PARENTS</td>
</tr>
<tr>
<td>REMARRIED (AFTER BEING WIDOWED OR DIVORCED)</td>
<td>PARENT AND STEPPARENT</td>
</tr>
<tr>
<td>UNMARRIED AND BOTH LEGAL PARENTS LIVING TOGETHER</td>
<td>BOTH OF YOUR LEGAL PARENTS</td>
</tr>
<tr>
<td>NEVER MARRIED</td>
<td>THE PARENT THAT YOU LIVED WITH MOST DURING THE LAST 12 MONTHS.</td>
</tr>
</tbody>
</table>
<pre><code>      | IF YOU DID NOT LIVE WITH ONE PARENT MORE THAN THE OTHER, PROVIDE INFORMATION ABOUT THE PARENT WHO PROVIDED MORE FINANCIAL SUPPORT DURING THE LAST 12 MONTHS, OR DURING THE MOST RECENT YEAR THAT YOU RECEIVED SUPPORT FROM A PARENT. |
</code></pre>
<p>| DIVORCED OR SEPARATED                          | THE PARENT THAT YOU LIVED WITH MOST DURING THE LAST 12 MONTHS. |
| IF YOU DID NOT LIVE WITH ONE PARENT MORE THAN THE OTHER, PROVIDE INFORMATION ABOUT THE PARENT WHO PROVIDED MORE FINANCIAL SUPPORT DURING THE LAST 12 MONTHS, OR DURING THE MOST RECENT YEAR THAT YOU RECEIVED SUPPORT FROM A PARENT. |
| WIDOWED                                        | YOUR PARENT                                                 |</p>
DEPENDENCY STATUS

**Independent status**

- An **independent** student is one of the following:
  - at least 24 years old;
  - married;
  - a graduate or professional student;
  - a veteran or a member of the armed forces;
  - an orphan or a ward of the court;
  - someone with legal dependents other than a spouse;
  - an emancipated minor;
  - someone who is homeless or at risk of being homeless; or
  - legal guardianship.

**Dependent status**

A **dependent** student does not meet any of the criteria for an independent student and must report information about his/her parent(s) on the FAFSA® form.
SPECIAL CIRCUMSTANCES STATUS

IN SITUATIONS SUCH AS THE ONES BELOW, YOU MAY BE ABLE TO SUBMIT YOUR FAFSA® FORM WITHOUT PARENT INFORMATION DESPITE BEING CONSIDERED A DEPENDENT STUDENT:

• Your parents are incarcerated.
• You have left home due to an abusive family environment.
• You do not know where your parents are and are unable to contact them (and you have not been adopted).
• You are older than 21 but not yet 24, are unaccompanied, and are either homeless or self-supporting and at risk of being homeless.

If you are filling out the FAFSA® form online or on the myStudentAid app, you will be asked whether you are able to provide information about your parents. If you are not, you will have the option to indicate that you have special circumstances that make you unable to get your parents’ information. You will then be able to submit your application without entering data about your parents. You will not receive an EFC and must immediately contact the financial aid office at your college.
SUBMITTING THE FAFSA® FORM

**ELECTRONIC SIGNATURE**

You must sign your FAFSA® form with your FSA ID and submit it.

Your parent will also need to sign with their parent FSA ID or your application will be incomplete.

**MAIL IN SIGNATURE PAGE**

If you are not able to sign with your FSA ID, there is an option to mail a signature page.

**CHECK SUBMISSION CONFIRMATION**

If you would like confirmation that your FAFSA® form has been submitted, you can check your status immediately after you submit your FAFSA® form online.
STEP THREE: FAFSA® PROCESSED
STUDENT AID REPORT (SAR)
WHAT IS A STUDENT AID REPORT (SAR)?

• The SAR lists your FAFSA information and provides space for you to make corrections.

• The SAR Acknowledgement lists your FAFSA information, but you’ll need to make any corrections at fafsa.gov.
STUDENT AID REPORT (SAR)

If you provide an email address:
• SAR will be sent via email link

If you do NOT provide an email address:
• A paper SAR acknowledgement will be received
WHAT TO REVIEW ON STUDENT AID REPORT

• Expected Family Contribution (EFC)
• Data Release Number (DRN) – can be used when communicating with customer service
• Summary of Federal Student Loan – only viewable by borrowers
• Overview of submitted FAFSA form including list of institutions
WHAT’S NEXT

• Review it carefully to make sure it’s correct and complete.

• If you find a mistake, you will need to correct or update your FAFSA form.

• To retrieve a copy of your SAR, once your FAFSA form or FAFSA correction has been processed,
  • log in to fafsa.gov using your FSA ID; or
  • contact the Federal Student Aid Information Center at 1-800-4-FED-AID
VERIFICATION
WHAT IS “VERIFICATION”? 

Verification is the process your school uses to confirm that the data reported on your FAFSA® form is accurate.

IMPORTANT NOTE

Some students are selected for verification at random; and some schools verify all students' FAFSA® forms.
STEP FOUR: COLLEGE REVIEW
HOW TO REPORT CHANGES OR UPDATES

All FAFSA® form changes, adjustments or edits should be directed to your respective institution.

IMPORTANT NOTE

The institution will instruct the student about how and what they will need to verify information.
STEP FIVE: AWARD LETTER REVIEW
AWARD LETTERS

INSTITUTION AWARD LETTER

An award letter from the institution that may include the following:

• Institution scholarship offer

FINANCIAL AID AWARD LETTER

An award letter from the institution that will include the following:

• Cost of Attendance (COA)
• Institution scholarship offer (if applicable)
• Federal or State Grants (if applicable)
• Federal Financial Aid offer

* INSTITUTION MAY ISSUE A COMBINED AWARD LETTER

DEPENDING ON THE INSTITUTION, AWARD LETTERS CAN BE SENT TO THE STUDENT VIA EMAIL OR MAIL.
THE FEDERAL STUDENT AID
TOOLS & RESOURCES
FEDERAL STUDENT AID TOOLS & RESOURCES

SOCIAL MEDIA

@FederalStudentAid  @FAFSA

FederalStudentAid

EMAIL ANYTIME

CHAT WITH A LIVE AGENT

CALL US

1-800-4FED-AID
1-800-433-3243
UPCOMING SESSIONS

DAY TWO

• SESSION I – 11:30 AM ET: WHAT’S NEXT AFTER RECEIVING AN AWARD LETTER

• SESSION II – 2:00 PM ET: A STEP-BY-STEP GUIDE TO YOUR FEDERAL FINANCIAL AID PROCESS

• SESSION III – 6:00 PM ET: WHAT’S NEXT AFTER RECEIVING AN AWARD LETTER
SURVEY

PLEASE COMPLETE:

https://www.surveymonkey.com/r/20AprilDay1S3
QUESTIONS