



FAFSA PLAYBOOK

INFORMATION FOR STUDENTS, BUY STUDENTS



FSA ID

- Your FSA ID is your identity while completing the FAFSA
- Go to <https://fafsa.ed.gov/>
- Use an email address to create a username and password.
- Have your full legal name; date of birth; and Social Security Number, or Alien Registration Number, ready to fill out the FSA ID

Documents to Prepare Beforehand

- Social Security Number
If you are not a United States citizen, then the Alien Registration Number will work as well
- Student or Student's Parent/Guardian's federal income tax and W-2s from the current year's, last year's, or foreign tax return.
- If you get money for disabilities, send in those forms along with an estimate of how much you make per year.
- List of schools to receive the results of your FAFSA
- Records of untaxed income like Child Support, Interest income, etc.
- Drivers license number— if applicable

Do not mail the original documents – you might need them again

Filling out the FAFSA

- There is a virtual keyboard that will protect your information
- When you begin the process you create a safe key, which is a temporary password that you can share with your parent/guardian
- List up to ten schools that will receive the information (*the schools won't be able to see any of the others you have selected*)
- Select the correct year and season of when you plan to start college
- If you are a dependent student you will be required to fill out some information about your parent(s)/guardian
- If parents are separated, use both parents information, such as income
- If you have a step parent, you will be required to fill out information about them too
- Sign in with your FSA ID to get a confirmation email

Dependent Students

Parent/Guardian's Social Security Number or Alien Registration Number

When it asks for the highest level of education that a parent/guardian completed, it does not count step-parents

If a step-parent is widowed, but they have adopted the child, they can count as an official parent/guardian

Special Circumstances

Qualifiers: Your parents are incarcerated, you left because of abuse, you don't know where your parents or guardians live, you are older than 21 but younger than 24, homeless, or you are in danger of becoming homeless.

If your parents are of the same gender, use parent 1 and parent 2 instead of mother and father.

If you live with someone other than your parent, you can still use their information unless you are registered as independent.

If your parent marries and then dies, your stepparent is not legally in charge of you unless they have adopted you.

When the form asks you if you have information on your parents, click no and explain your situation.

However, even when submitted it won't be fully processed and you will have to contact the financial aid of the secondary school to which you are applying. You will not get the Expected Family Contribution (what financial offices use to determine the applicant need based aid).

The staff member will likely ask you more questions to see if you are able to be considered independent. Gather as much written information about your situation, law or court enforcements, documents, letters from church members, or school staff.

Whatever the office's decision about your independence is will be final.

Undocumented Students

If you have a green card/alien number you are qualified to sign up for FAFSA. There are some organizations like DREAM that help you get to college. Talk to the college counselor to see if they have an alternative form you might be able to take. Parents must make an account so they can sign the FAFSA at the end. If your parents are undocumented you can:

- Put all zeros for the social security number
- File as an independent student
- Talk to college and seek an alternative form