

# FSA ID WORKSHEET



**fsaid.ed.gov**

Federal Student Aid IDs are required for students to electronically sign the FAFSA. One parent of a dependent student will also need to create an FSA ID.\* *KEEP IN A SAFE PLACE.*

## **1 ENTER AN EMAIL ADDRESS \_\_\_\_\_**

The email address must be unique to each individual. You will not be able to use the same email address for student and parent. **DO NOT** use high school email accounts.

## **2 CREATE A USERNAME \_\_\_\_\_**

Must be 6 — 30 characters. Avoid using personal identifiers like your name or birthdate.

## **3 CREATE A PASSWORD \_\_\_\_\_**

Must be 8 — 30 characters and contain upper- and lowercase letters and numbers. Avoid personal identifiers.

## **COMPLETE YOUR PROFILE**

- ## **4**
1. Enter your Social Security number
  2. Enter your birthdate
  3. Enter your name exactly as it is listed on your social security card

Social Security matches are confirmed within 1 to 3 days. Errors can cause delays.

## **CHALLENGE QUESTIONS & ANSWERS**

There are four challenge questions and answers. Select the questions from drop down menus and provide your answers below.

- ## **5**
1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_

## **VERIFY YOUR EMAIL ADDRESS & MOBILE PHONE NUMBER**

- ## **6**
- FSA will send an email with a code that must be entered to verify your email address. FSA will send a text message with a code used to verify your mobile phone number. Your FSA ID is ready to use!

**\*Parents without a social security number cannot create an FSA ID; they'll sign the FAFSA by mailing a signature page to the Federal Student Aid Program.**

# Completing the FAFSA

fafsa.gov

Students must complete the FAFSA each year they wish to receive financial aid for college. The following steps will help you complete and submit your FAFSA as soon after Oct. 1 as possible.

1

**GATHER MATERIALS** – Gather this information before you go to **FAFSA.gov** to complete your FAFSA:

- Social Security Card or Alien Registration Card
- Driver's license
- Federal income tax returns, W-2s and other records of money earned for the specified year
- Current cash and bank account balances, records of investments and untaxed income
- If you're a dependent student, you'll also need your parent(s)' information. Determine your dependency status with UCanGo2's Dependency Questionnaire at [startwithfafsa.org/resources](http://startwithfafsa.org/resources).

2

**CREATE AN FSA ID** – The Federal Student Aid ID (FSA ID) is the username and password students use to complete the FAFSA. The parent of a dependent student also needs an FSA ID to sign the FAFSA. (Parents with no SSN are ineligible to create an FSA ID, but will be able to print and sign a signature page.) Use the FSA ID Worksheet to keep track of your answers when you set up your FSA ID at **FSAID.ed.gov**.

3

**FILL IT OUT** – After you start your application at [FAFSA.gov](http://FAFSA.gov) or on the myStudentAid mobile app, you will complete the sections below:

**Student Demographics** – When entering your personal information, read directions carefully and enter information accurately.

- Enter your full name as shown on your Social Security card.
- Male students must be registered with Selective Service to receive financial aid. You can register directly on the FAFSA by checking "Register me."
- Double-check your name, date of birth and Social Security number. Even one small error could cause delays.

**School Selection** – Select the college, university or career technology center you plan to attend. You can select up to 10 schools. You will also need to indicate whether you plan to live on campus, off campus or with a parent.

**Dependency Status** – A list of questions will determine whether you are considered dependent or independent on the FAFSA. Dependent students will be required to provide parental information.

**Parent Demographics** – Dependent students must enter information about their legal parent(s).

- If your parents are legally separated or divorced, list the parent you lived with the most during the last 12 months.
- If your parents are legally separated or divorced and you lived with them equally, list the parent who provided the most financial support in the last 12 months.
- If your divorced parent is remarried, list both your parent and step-parent.
- If your parents are unmarried but living together, list information for both parents.
- If your parent is undocumented, use 000-00-0000 as his/her Social Security Number.

**Financial Information** – You can enter the specified federal income tax information manually or use the IRS Data Retrieval Tool (DRT). The IRS DRT allows users to securely transfer data from their tax return directly into the FAFSA, which is faster and easier. Users must have an FSA ID to access tax information. To learn more, visit [StudentAid.ed.gov/irsdrv](http://StudentAid.ed.gov/irsdrv).

4

**SIGN AND SUBMIT** – Review your answers on the Summary, correct any errors, then enter your FSA ID to electronically sign your FAFSA.

- If you're considered dependent, your legal parent is also required to sign your FAFSA.
- If necessary, you or your parent can print a signature page, sign it and mail it to the address indicated.
- Don't forget to click SUBMIT at the bottom of the screen.
- Review your confirmation page for information about the schools you've selected and an estimate of your financial aid eligibility.

5

**FOLLOW UP** – Watch your email for a Student Aid Report (SAR), which provides a copy of your FAFSA responses. Your college may also send you requests for further documentation before sending your financial aid offer. This letter will contain the types of financial aid offered to you by the college(s) you've chosen.