Steps to Complete Your FAFSA®

FOR STUDENTS AND FAMILIES

☐ Gather necessary information and documentation.

STUDENTS

- Social Security number
- Date of birth
- Email address
- Permanent Resident Card, if not a U.S. Citizen
- Federal tax return from two years prior (if the student filed)
- Value of any cash, savings account, and checking account

PARENTS

- Social Security number for each parent on the FAFSA (if the parent(s) has one)
- Date of birth for each parent on the FAFSA
- Email address
- Month and year parents were married, divorced, separated, or widowed
- Federal tax return from two years prior (if filed)
- Other financial information if applicable: federal benefits received, earned income credit, foreign income, and child support received
- Value of any cash, savings account, and checking account
- Net worth of any investments, businesses, and farms

☐ Create your studentaid.gov account, which you will use to log in to your FAFSA.

- Go to studentaid.gov/fsa-id/create-account.
- Every student needs an account and, for dependent students, one or two parents listed on the FAFSA will need an account
- For assistance, review MEFA's guide, *Who Needs a studentaid.gov Account?,* at mefa.org/article/who-needs-an-fsa-id/

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Student: Start the FAFSA.

- Go to fafsa.gov.
- Select *Start New Form* under the appropriate year's FAFSA.
- Use the student's studentaid.gov account to log in.

Student: Invite contributor(s), if needed.

- A contributor is any parent providing information on the FAFSA.
- Provide each contributor's email address.

Student: Answer the FAFSA questions and sign the student section.

Parent(s): Receive an email invitation to complete the FAFSA.

- Click on *Log In* and enter the code listed in the email.
- Once logged in, click *Get Started* on your invitation to the FAFSA.

Parent(s): Answer the FAFSA questions and sign and submit the parent section.

What happens after you submit the FAFSA?

- The FAFSA will be submitted for processing once all contributors have completed their sections.
- Once Federal Student Aid processes your FAFSA:
  - The student will receive a FAFSA Submission Summary (FSS), which includes an eligibility overview, a summary of all FAFSA answers, and next steps.
  - Colleges and the student's state of residence will receive the data electronically.
  - Families will be able to make corrections to the data.
- Colleges may request additional documentation or information from families through a process called verification.

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