

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

April Financial Aid Virtual Bootcamp

# AGENDA

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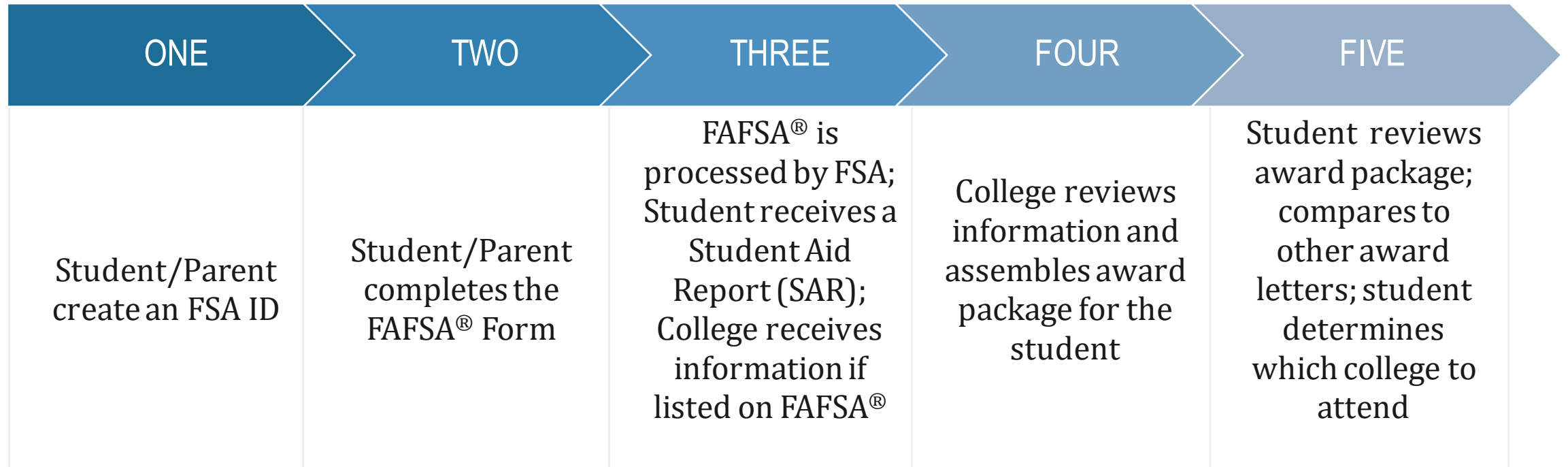
- 01 The Federal Financial Aid Process Overview
- 02 FSA ID
- 03 FAFSA Completion
- 04 FAFSA Processed
- 05 College Review
- 06 Award Letters

# QUESTIONS?

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SUBMIT YOUR QUESTIONS TO:  
[FSAOUTREACHWEBINARS@ED.GOV](mailto:FSAOUTREACHWEBINARS@ED.GOV)

# FAFSA® APPLICATION PROCESS



# STEP ONE: FSA ID

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# FSA ID

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## 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.

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# FSA ID

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## HOW TO CREATE



Visit [Studentaid.gov](https://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

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## CAN I CREATE AN ACCOUNT FOR SOMEONE ELSE?

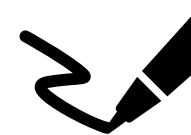
**Do NOT** create an FSA account on behalf of someone else.

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 a not a U.S Citizen.**



# STEP TWO: FAFSA® COMPLETION

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# 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

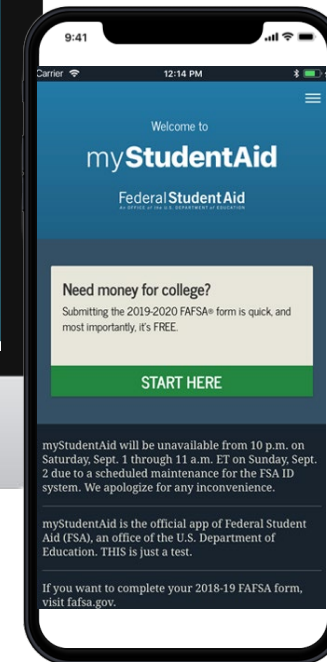
- be registered with [Selective Service](#), if you're a male (you must register between the ages of 18 and 25)

# 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.

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THINGS YOU'LL  
NEED TO FILL OUT  
THE FAFSA® FORM

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**USERNAME AND  
PASSWORD (FSA ID)**



**SOCIAL  
SECURITY  
NUMBER**



**2019 TAX RECORDS  
INFORMATION**

(Automatically transfer  
tax info with the IRS  
Data Retrieval Tool!)



**RECORDS OF  
YOUR UNTAXED  
INCOME**



**RECORDS  
OF YOUR ASSETS  
(MONEY)**



**LIST OF  
SCHOOLS YOU'RE  
INTERESTED IN**

# WHOSE INFORMATION IS PROVIDED ON THE FAFSA® ?

<b>PARENTS' MARITAL STATUS:</b>	<b>PROVIDE INFORMATION FOR:</b>
MARRIED	BOTH OF YOUR PARENTS
REMARRIED (AFTER BEING WIDOWED OR DIVORCED)	PARENT AND STEPPARENT
UNMARRIED AND BOTH LEGAL PARENTS LIVING TOGETHER	BOTH OF YOUR LEGAL PARENTS
NEVER MARRIED	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.
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

# DEPENDENCY STATUS

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## 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

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**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

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## 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<sup>®</sup> PROCESSED

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# STUDENT AID REPORT (SAR)

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# WHAT IS A STUDENT AID REPORT(SAR)?

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- 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](https://fafsa.gov).

# STUDENT AID REPORT (SAR)

## TYPE OF FAFSA SUBMITTED

fafsa.gov or the myStudentAid app

	With email address	Without email address
Type of SAR Received	Email link to SAR information online	Paper <i>SAR Acknowledgement</i>
When SAR arrives (at the latest)*	If FAFSA form signed with FSA ID(s): 3–5 days; if signature page used: 2 weeks	If FAFSA form signed with FSA ID(s): 7–10 days; if signature page used: 2 weeks

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

## TYPE OF FAFSA SUBMITTED

FAFSA PDF sent by mail

	With email address	Without email address
Type of SAR received	Email link to online SAR	Paper <i>SAR Acknowledgement</i>
When SAR arrives (at the latest)*	2 weeks	3 weeks

# WHAT TO REVIEW ON STUDENT AID REPORT

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AN OFFICE OF THE U.S. DEPARTMENT OF EDUCATION

**STUDENT AID REPORT  
2021-2022**

HTTPS://FAFSA.GOV OMB No. 1845-0001

APRIL 22, 2021 DATA RELEASE NUMBER (DRN): 9755  
000001C001 F 211 2122 EXPECTED FAMILY CONTRIBUTION (EFC): 000000\*C

JOHN SMITH  
742 EVERGREEN TERRACE  
SPRINGFIELD OH 55555

Dear JOHN SMITH,

Your Student Aid Report (SAR) summarizes the information you submitted on your 2021-2022 Free Application for Federal Student Aid (FAFSA).

**Application Status (review the checked boxes)**

Your FAFSA appears to be complete. Review the data on pages 3-10 of your SAR and make corrections or updates if necessary. The school(s) listed on your FAFSA will receive your information.

Your FAFSA has been selected for verification. Verification is a process where your school confirms the data you

- 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

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- 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](https://fafsa.gov) using your FSA ID; or
  - contact the Federal Student Aid Information Center at **1-800-4-FED-AID**

# VERIFICATION

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# WHAT IS “VERIFICATION”?

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Verification is the process **your school** uses to confirm that the data reported on your FAFSA<sup>®</sup> form is accurate.

## IMPORTANT NOTE

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Some students are selected for **verification** at random; and some schools verify all students' FAFSA<sup>®</sup> forms.



# STEP FOUR: COLLEGE REVIEW

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# HOW TO REPORT CHANGES OR UPDATES

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

## IMPORTANT NOTE

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The institution will instruct the student about **how and what** they will need to verify information.

# STEP FIVE: AWARD LETTER REVIEW

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# AWARD LETTERS

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## 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

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# FEDERAL STUDENT AID TOOLS & RESOURCES

## SOCIAL MEDIA



@FederalStudentAid



@FederalStudentAid



@FAFSA



FederalStudentAid

## FAFSA.GOV STUDENTAID.GOV

### Hours of Operation

Monday–Friday  
8 a.m.–11 p.m. Eastern time (ET)

Saturday–Sunday  
11 a.m.–5 p.m. Eastern time (ET)

We are closed on federal holidays,  
the day after Thanksgiving and on  
December 24th.

We are open on New Year's Day,  
Martin Luther King Jr.'s Birthday,  
and Washington's Birthday from 11  
a.m.–5 p.m. ET.

Hearing Impaired?  
TTY calls only.  
1-800-730-8913

EMAIL ANYTIME

CHAT WITH A LIVE AGENT

CALL US

**1-800-4FED-AID**  
**1-800-433-3243**

# UPCOMING SESSIONS



The graphic features a background image of students sitting at tables in a classroom setting, looking at documents and laptops. The text is overlaid on this image. At the top left, it says 'Federal Student Aid' and 'PROUD SPONSOR of the AMERICAN MIND®'. The main title is 'FINANCIAL AID BOOTCAMP' with 'FEDERAL' written vertically on the left. Below the title is the date 'APRIL 20 - 21'. The agenda is divided into 'DAY ONE' and 'DAY TWO' sections, each with three sessions. At the bottom, there is a 'REGISTER NOW' button with the URL 'www.cvent.me/M8eYRw' and a short paragraph describing the bootcamp's target audience.

Federal Student Aid  
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**FINANCIAL AID BOOTCAMP**  
APRIL 20 - 21

**AGENDA**

**DAY ONE**

**SESSION I** | 1:00 PM ET  
FINDING THE RIGHT FIT USING COLLEGE SCORECARD

**SESSION II** | 4:00 PM ET  
TOOLS FOR STUDENT FINANCIAL EMPOWERMENT

**SESSION III** | 6:00 PM ET  
A STEP-BY-STEP GUIDE TO YOUR FEDERAL FINANCIAL AID PROCESS

**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

This bootcamp is ideal for students, parents, guidance counselors, college access professionals, college and career coaches, and other members of the financial aid community.

**REGISTER NOW**  
[www.cvent.me/M8eYRw](http://www.cvent.me/M8eYRw)

## 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

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PLEASE COMPLETE:

<https://www.surveymonkey.com/r/20AprilDay1S3>



# QUESTIONS

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