



OZARKA COLLEGE

Financial Aid

FAFSA Step-by-Step

DEFINITIONS:

FAFSA: Free Application for Federal Student Aid (Pell grants, Federal work study, etc.)

FSA ID: The Federal Student Aid ID (FSAID) is the username and password all students (and parents of dependent students) must set up to log into federal student aid websites such as fafsa.gov and studentloans.gov. Please note: the dependent student and a parent must EACH have an e-mail address and EACH set up FSA ID user names and passwords.

STEPS TO Create your FSAID's:

- _____ 1. Navigate to the FAFSA homepage (<https://studentaid.gov/h/apply-for-aid/fafsa>)
- _____ 2. Click on **Start Here**
 - At: Don't have an FSA ID? Click on [Create one](#)
 - Follow the instructions provided on the FSAID start page
- _____ 3. Enter your name, date of birth, Social Security number, contact information, and challenge questions and answers.
- _____ 4. Review your information, and read and accept the terms and conditions.
- _____ 5. Verify your email address and your cell phone number (recommended). A secure code will be sent to the email address (and/or one will be sent to the cell #) you entered when you created your FSA ID. Once you verify your email address and/or cell phone #, you can use it instead of your username to log-in to the FAFSA website.
- _____ 6. **RECORD YOUR ID's and email used below, and keep this document with your College application/ financial aid records**

Student FSA ID

- Email used: _____
- Username: _____
- Password: _____

Parent FSA ID (if student is a dependent student)

- Email used: _____
- Username: _____
- Password: _____

STEPS TO FILL OUT THE FAFSA

1. With your FSAID's, log in to the FAFSA at <https://studentaid.gov/h/apply-for-aid/fafsa>
 - _____ Click on "Log IN>" and follow the on-screen instructions
 - Once logged in, **BE SURE TO SELECT THE CORRECT SCHOOL YEAR FAFSA.**

- **Starting college in Fall 2021 or Spring 2022? Complete the 2021-2022 FAFSA application and use 2019** tax information (2 years prior).**
- **Starting college in Fall 2020 or Spring 2021? Complete the 2020-2021 FAFSA application and use 2018** tax information (2 years prior).**

_____ Enter a SAVE KEY for your FAFSA application (any 4-5 digit # you can recall.)

_____ Advance through the FAFSA questions and enter/update as required.

_____ ****Link Taxes from the IRS (Easiest if you have your 1040 from for the income year needed**.** Key in name, address, filing status EXACTLY as filed per your 1040 form)

HELPFUL FAFSA TIPS TO AVOID MAKING COMMON ERRORS:

- ⇒ Periodically hit the “SAVE” button at the top of the screen
- ⇒ Read all questions CAREFULLY and answer accurately
 - LEVEL in college: If you have never attended college, **your level will be “First-year, never attended,”** EVEN IF YOU HAVE COMPLETED CONCURRENT HIGH SCHOOL COURSES FOR COLLEGE CREDIT (Do NOT select GRAD/PROF as your level. GRAD/PROFESSIONAL= Masters degree and doctoral degrees)
 - “Have you completed your first bachelors?” Always answer “NO” (unless you have completed a 4-year COLLEGE degree already)
 - If you are a male at least 18 years of age, and have not already registered for the **Selective Service**, be aware that you will not be eligible for federal aid until you have registered with the Selective Service. The FAFSA will offer you the option to register through the FAFSA, or you may register online at _____

_____ Fill in the financial information for self (if any) and parents (if you are a dependent student)

- ⇒ If you have filed a tax return for your 2019 income, you will be given an option to “Link to the IRS.” **Parents will need to enter their FSAID on the dependent student’s FAFSA at this point to allow the student to link the parent’s tax return)**
 - To successfully LINK your 2019 tax return to your FAFSA (the quickest, easiest, and smoothest way to complete your FAFSA and lessen your chances of being selected for verification), YOU SHOULD HAVE YOUR 2018 Federal and STATE Tax returns handy.
 - If you elect to LINK taxes, select that option. On the information screen that will appear, enter your name, address, and filing status **EXACTLY** as it appears on your return. If successful, you will avoid having to key financial information into your FAFSA.
 - If you are unable to LINK your taxes, refer to your 2018 printed copy of your tax return to key the income data into your FAFSA.

2. SIGN YOUR FAFSA

3. SUBMIT YOUR FAFSA

4. PRINT or SAVE the CONFIRMATION of your SUBMITTED FAFSA