HOW TO COMPLETE THE FAFSA

1. **Create an FSA (Federal Student Aid) ID: go to https://fsaid.ed.gov/**
   a. You will need your Social Security Number or your Alien Registration Number (if you are not a U.S. citizen), full name, and date of birth. You will also need to create a memorable username and password and provide some answers to some security questions so you can retrieve your account information if you forget it. We recommend you keep this information IN YOUR PHONE so you're less likely to lose it.

2. **Create an FSA ID for either one parent OR a custodial guardian (whoever is primarily responsible for you should be your choice): go to https://fsaid.ed.gov/**
   a. Note: if the parent that is planning to create and FSA ID does not have a Social Security Number or an Alien Registration Number, only make an FSA ID for the student.
   b. If you need to provide information about your parents on the FAFSA form, your parent will need to sign it electronically. Your parent will need an FSA ID if you are a dependent on the parent's taxes. A dependent student will need to have one of his or her legal parents sign the student's FAFSA form electronically.

3. **Begin your FAFSA Application! Go to https://fsaid.ed.gov/**
   a. Click "Start Here," then "I am the student," and enter your FSA ID and password to log in.
   b. You will need the following to complete the FAFSA:
      - Your Social Security Number or your Alien Registration Number (if you are not a U.S. citizen). If the parent does not have these numbers, enter 9 zeros instead (000000000).
      - Copies of your parent/guardian's 2019 federal income taz returns, W-2s, and other records of money earned. (NOTE: if the parent/guardian did not make an FSA ID, you may be able to transfer your federal tax return information into your FAFSA using the IRS Data Retrieval Tool).
      - If the student worked in 2019 and filed for taxes, you will need copies of your tax returns also.
      - Bank statements and records of investments (if applicable).
      - An FSA ID (for you and your parent/guardian) to sign electronically. If the parent was unable to make an FSA ID due to lack of Social Security/Alien Registration Number, please select the option to mail in a signature form.

NOTE: If you cannot complete the FAFSA in one sitting, save your application and enter a "Save Key." Be sure to remember this key as you will be asked to enter it when you return to your application. We recommend keeping this information in your phone.