FILE THE FAFSA **QUICK GUIDE**

800-441-2962

OPTION #4

START UP TO A YEAR IN ADVANCE

File as soon as possible after October 1st.
Know your school(s) deadlines — they may be sooner than you think.

the ACPE
**Success
Center**

① TO START — DETERMINE YOUR DEPENDENCY STATUS (VISIT STUDENTAID.GOV)

② CREATE AN FSA ID @ STUDENTAID.GOV (YOUR FAFSA LOGIN & DIGITAL SIGNATURE)

Every student (and for dependent students, one parent) needs to create an FSA ID. Each FSA ID needs to be linked to its own email address. A parent can use the same FSA ID for multiple children.

○ Provide an email address (each FSA ID requires a unique email address) and create your username and password.
(Note: the password must be a minimum of 8 characters that include an uppercase, lowercase, special character, & number)

○ Enter personal information (address, phone number, SSN, date of birth)

○ Complete the four challenge questions and answers

○ Check your email &/or mobile phone; copy/paste the verification code sent to you to confirm your email &/or mobile phone

③ GATHER YOUR **DOCUMENTS**

FOR BOTH THE STUDENT & PARENT OR SPOUSE (IF APPLICABLE):

○ Social security numbers

○ Prior–prior year's (PPY) tax info (IRS Form 1040 and Schedules for Form 1040), and corresponding W–2's

○ Prior–prior year's (PPY) untaxed income records (social security, Temporary Assistance for Needy Families (TANF), child support received, interest income, or veterans benefits records)

○ Information on cash, savings and checking account balances, investments (stocks, bonds, 529 college savings plans for all children), and real estate

○ FSA ID

FOR THE STUDENT ONLY:

○ Driver's license or state issued ID (if available)

○ Alien registration card (if not a U.S. citizen)

④ COMPLETE THE **FAFSA @ STUDENTAID.GOV**

○ Follow the prompts to complete your FAFSA

○ Use FSA ID(s) to sign and submit the FAFSA electronically (or print, sign, and mail your signature page)

○ Print and save your confirmation page; also emailed directly to the student

○ Save copies of all documents you used to complete the FAFSA

Pro Tip

WHAT IS **PRIOR-PRIOR YEAR (PPY)**?

Prior–Prior Year (PPY) is tax information from two years ago.

For example, a high school senior planning to enroll in college or career training in Fall 2021 will file their FAFSA using tax information from 2019.

Login

DON'T FORGET YOUR LOGIN INFO —

STUDENT FSA ID

VERIFIED EMAIL: _____

USERNAME: _____

PASSWORD: _____

PARENT FSA ID (IF DEPENDENT STUDENT)

VERIFIED EMAIL: _____

USERNAME: _____

PASSWORD: _____

5 REVIEW YOUR **STUDENT AID REPORT** (SAR)

You should receive your SAR via e–mail in 3–10 business days. *If you did not provide a valid email address, you will receive it by mail within 3 weeks of filing.*

- Locate your Expected Family Contribution (EFC) in the upper right corner of your SAR
- Review your SAR for accuracy
- Make corrections or supply additional information (if applicable) to your processed FAFSA according to the update process described in this folder
- If you update your FAFSA with changes/additional information, notify the Financial Aid office at the school(s)
- If you have special circumstances (such as changes in your family's financial situation), contact your school's Financial Aid office
- If applicable, provide your school with the necessary documentation of your special circumstances

6 REVIEW YOUR **AWARD LETTERS**

Shortly after you receive your SAR, school(s) listed on your FAFSA will send an award letter; many award letters are now issued via email. Award letters provide a financial aid "award package," explaining any financial aid available to the student if they attend that institution. Awards might include a combination of grants, scholarships, work–study, and loans.

- Compare award letters from different schools using the Award Letter Comparison Tool: www.finaid.org/calculators
- Act on each award letter – notify the school if you accept all or part of the award package, or decline it
- Know your response deadline(s): _____
- Register for an Alaska Student Aid Portal (ASAP) account at Acpe.alaska.gov/ASAP to track your eligibility status for the Alaska Education Grant, and, if you are a recent high school graduate, the Alaska Performance Scholarship

Your initial financial aid award letters may not reference these programs, even if you do qualify. Be sure to check your eligibility/award status regularly for updates and any required actions you may need to take, such as accepting your award, to ensure the timely availability of your funding through your school's Financial Aid office.

Pro Tip — UPDATE YOUR INFORMATION (IF APPLICABLE) —

You can update your FAFSA information 2–3 business days after you submit your FAFSA. For example, if you made a mistake or need to add schools you did not originally list on your FAFSA, simply log back on and submit your corrections. For tax information, if you selected the "will file" option on your FAFSA, you must update your financial information after you file. Notify school(s) if you update your FAFSA.

Pro Tip — VERIFY YOUR INFORMATION (IF REQUESTED) —

Schools are asked to verify the information reported on the FAFSA for approximately 30% of all applicants. It is important to provide any requested information timely, to ensure you can receive financial aid. Use the IRS Data Retrieval Tool to reduce the likelihood of being selected for verification.

- *If selected, submit the requested information by the verification deadline: _____*
- *Keep copies of all documents used to complete your FAFSA in case you're selected for verification*

IMPORTANT ".GOV" WEBSITES:

STUDENTAID.GOV/FSA–ID – to create an FSA ID

STUDENTAID.GOV – to complete the FAFSA

APS.ALASKA.GOV – learn about the AK Performance Scholarship

ACPE.ALASKA.GOV – info on resources available to Alaska students

ACPE.ALASKA.GOV/FAFSA – discover a FAFSA completion event in your area

Alaska Commission on Postsecondary Education

the Success Center

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