



2023–2024

FAFSA Completion Guide

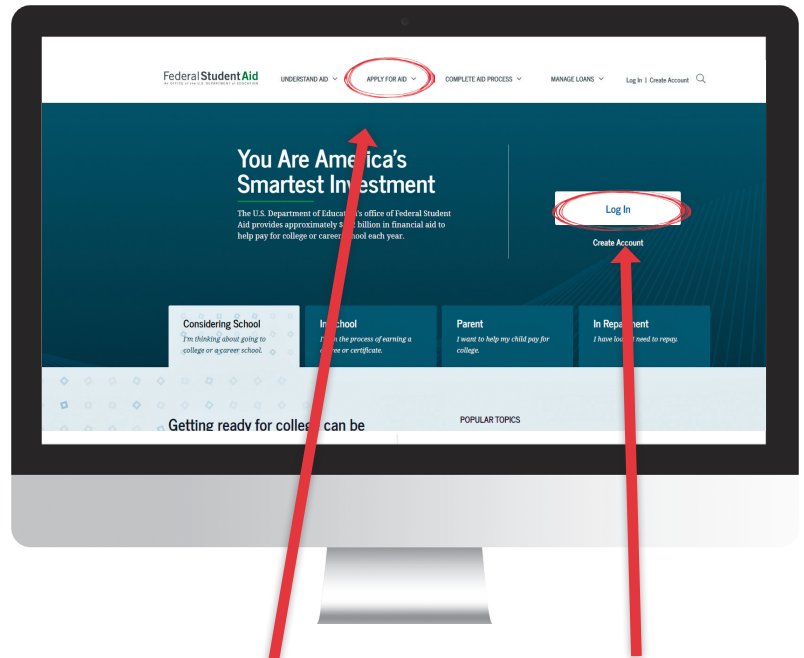
Studentaid.gov financial aid application process

1 Gather your information using the checklist below. Submit as soon as possible starting October 1.

What you will need:

Dependent students will also need the following information for their parents.

- Email address or mobile phone number
- FSA ID for **both** the student and the dependent student’s parent/stepparent
- Your Social Security number
- Your alien registration number (if you are not a U.S. citizen)
- Your 2021 federal income tax returns, W-2s, and other records of money earned
- Bank statements and records of investments (if applicable)
- Records of untaxed income (if applicable)
- Parent’s date of birth, Social Security number, marital status, and date parent was married, divorced, or widowed



Start your FAFSA here. Under Apply for Aid, select Complete the FAFSA form.

Select Create Account to set up your FSA ID.

2

Create an FSA ID (username and password). See page 2 for instructions.



3

Visit studentaid.gov and complete the FAFSA for the year you will be entering college.

4

Review your Student Aid Report and make corrections if necessary.

Need help? Call Federal Student Aid at 800.433.3243

Federal Student Aid ID

Use your FSA ID to confirm your identity when you access your financial aid information and electronically sign your federal student aid documents, including the FAFSA.

1

Visit **studentaid.gov** and click on Create Account.

2

Create a memorable username and password.

Keep track of your FSA ID since you'll use it frequently throughout the federal student aid application process each year.

3

Enter your name, date of birth, Social Security number, contact information, and challenge questions and answers.

4

Confirm your cell phone number using the secure code, which will be texted to the number you provided.

5

Confirm your email address using the secure code, which will be sent to the email address you entered when you created your FSA ID.

or

Forgot your FSA ID?

Scan this code for instructions on how to retrieve a forgotten FSA ID.



Tip for Step 4:

Providing a mobile phone number will make it easier to log in to U.S. Department of Education online systems, unlock your account, retrieve your forgotten username, or reset your forgotten password.

Are you dependent or independent?*

- Were you born before January 1, 2000?
- Are you married or separated but not divorced?
- Will you be working toward a master's or doctoral degree (such as MA, MBA, MD, JD, PhD, EdD, etc.)?
- Do you now — or will you have — children who receive more than half of their support from you between July 1, 2022 and June 30, 2023?
- Do you have dependents (other than children or a spouse) who live with you and receive more than half of their support from you now and through June 30, 2023??
- Are you currently serving on active duty in the U.S. armed forces for purposes other than training?
- Are you a veteran of the U.S. armed forces?
- At any time since you turned age 13:
 - Were both of your parents deceased?
 - Were you in foster care?
 - Were you a ward or dependent of the court?
- Are you an emancipated minor or are you in a legal guardianship as determined by a court?
- Are you an unaccompanied youth who is homeless or self-supporting and at risk of being homeless?

* If you don't answer "yes" to any of the questions above, you're still considered a dependent student for purposes of applying for federal student aid even if you don't live with your parents, are not claimed by your parents on their tax forms, or are paying for your own bills and educational expenses.

Whose information do I use?

The intent of the FAFSA is to get an idea of your household income. Use the guide on page 2 to determine if you are a dependent student. If you are dependent, use this guide to figure out which parent's information to include.

- Are your parents married to each other? If yes, then report information for both parents on the FAFSA.
- Do your parents live together? If yes, then report information for both parents on the FAFSA, even if they were never married, are divorced, or are separated.
- Did you live with one parent more than the other over the past 12 months?
 - If yes, then report information on the FAFSA for the parent you lived with more. **Also, if this parent remarried**, you will need to report information for your stepparent on the FAFSA even though he or she may not be responsible for your college costs.
 - If no, then report information on the FAFSA for the parent who provided more financial support over the past 12 months or in the last year you received support. Also, if this parent is remarried, you will need to report information for your stepparent on the FAFSA.

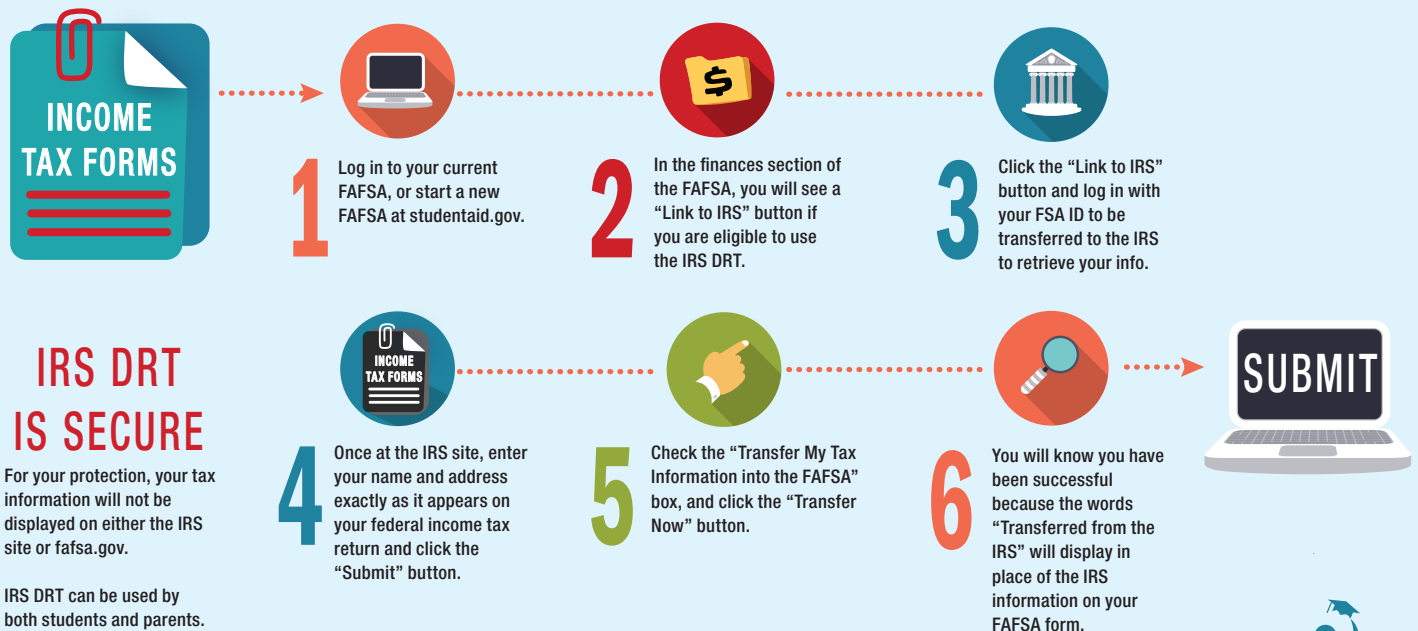
The following people are **NOT** your parents for FAFSA purposes **UNLESS** they have legally adopted you:

- Widowed stepparents
- Grandparents
- Foster parents
- Legal guardians
- Older brothers or sisters
- Aunts or uncles

SIMPLE STEPS TO TRANSFER TAX INFORMATION INTO YOUR FAFSA®

The IRS Data Retrieval Tool (IRS DRT) Electronically Transfers Your Federal Tax Return Information into your FAFSA®

For Students and Parents



To learn more about the IRS DRT, visit StudentAid.gov/irsdrt

Graphic adapted from U.S. Department of Education



Helpful Hints

Assets

- Asset net worth means current value of the assets minus what is owed on those assets.
- Assets include: money in cash, savings, and checking accounts; businesses (over 100 employees); investment farms; other investments, such as real estate (other than the home in which you live); UGMA and UTMA accounts for which you are the owner; stocks, bonds, certificates of deposit, etc.
- Assets **do not** include: the home and farm where you live; UGMA and UTMA accounts for which you are the custodian but not the owner; value of life insurance; retirement plans (401[k] plans, pension funds, annuities, non-education IRAs, Keogh plans, etc.)

Communication

- Use a **personal email** (not school) that you check often for the FSA ID and the FAFSA. You will receive IMPORTANT information and directions via email.

Data security

- Each email address or mobile phone number can be used with only one FSA ID. If you share an email address with someone else, then only one of you will be able to use that email address to create an FSA ID. This applies to your mobile phone number too.
- Keep track of all usernames and passwords in a safe, secure place. You will need your FSA ID every year you complete a FAFSA, as well as to log in to all Department of Education websites.


First year college students

- The grade level for high school seniors and first-year students will be “Never attended college and 1st year undergraduate” even if you have taken AP or dual credit courses.
- The question “What degree or certificate will you be working on when you begin the 2023–2024 school year?” is referring to the category or type of program and NOT college major. Refrain from choosing “Other/undecided.” **First-year college students will not be in a graduate program.**

Important information

- Name and Social Security number need to match what is on your Social Security card and tax forms, if applicable.
- Tax filers **should** use the **IRS Data Retrieval Tool** to transfer income information from the IRS to the FAFSA if possible (both student and parent).
- Review confirmation page and check your email as an indicator the FAFSA was submitted correctly.

Website navigation

- To get clarification and guidance for each data field, click on the question mark  next to each data box to show HELP text.
- The top of the screen will indicate whose information is needed on that page, either STUDENT or PARENT. When the FAFSA says “you,” it is referring to the student (not the parent).
- Make sure that you select the correct form. High school seniors graduating in 2023 will need to complete the 2023–2024 FAFSA.
- **Your FAFSA will reset after 45 days if it isn't submitted.**

Next Steps

Verification

Colleges are required to verify the information provided on some FAFSAs. Most people selected for verification are picked at random.

If you're selected for verification, you'll be contacted by the college. The college or, in some cases, an agency with which the college has contracted will let you know what forms and information you need to supply.

If you are chosen for verification,

DON'T PANIC. YOU HAVE DONE NOTHING WRONG!

Don't delay. It's important to complete verification as soon as you're notified so there are no delays with your financial aid.

Special circumstances

If you believe you have special circumstances that were not accurately reflected on your FAFSA, contact the financial aid office at the college you plan to attend.

Award notifications

Your award notifications will come from the college(s) you listed on your FAFSA, once you've been accepted. Some colleges begin sending award letters in the fall, but many will wait until the spring.



KHEAA is an EEO Employer.

This guide is updated yearly by KHEAA.

Text **OUTREACH** to
800.928.8926 to receive free
college access reminders
from KHEAA.