

# 3- STEPS to complete FAFSA

## Step 1 – Create an FSA ID!

Before you apply to the FAFSA, you will need to have your FSA ID verified by Social Security Administration. The FSA ID is the electronic and legal signature to complete and sign the FAFSA.

**What you need to create your FSA ID: [StudentAid.gov/fsaid](http://StudentAid.gov/fsaid)**

### Student will need:

- Social Security Number (SSN)
- Email Address (email must be different from parents and **not a school email address**)
- Mobile number and alternate number (optional, allows recovery of password)

### Parent (s): will need:

- Social Security Number (SSN)
- Email Address (email must be different from the students)
- Mobile number and alternate number (optional, allows recovery of password)

## Step 2 – Gathering Documents

Ensure **Confirmation of Student's and Parent's FSA ID** verified and confirmed by Social Security Administration

- FSA ID and Password: Needed to login to FAFSA
- Student identifiers (first, last as it appears on **Social Security Card**, student's Social Security Number, and date of birth)
- Student's Social Security Number (SSN#) (as it appears on the Social Security Card)
- Your Parents' Social Security Numbers (as it appears on Social Security Card)
- Your Alien Registration (Green) Card number if you are not a U.S. citizen
- Federal tax information or tax return including IRS W-2 information, for you and your parents if you are a dependent student:
  - IRS 1040, 1040A, 1040EZ or
  - Foreign tax return (if applicable)
- Records of your untaxed income for you and your parents if you are a dependent student
- Information on cash; savings and checking account balances; investments, including stocks and bonds and real estate, but not including the home in which you live; and business and farm assets for you, and for your parents if you are a dependent student.

## Step 3 – After Submitting the FAFSA- What now?

**Once you have completed and submitted the FAFSA online, you will receive the following Emails. You will need to check your FAFSA status by monitoring your emails from Federal Student Aid**

- First email; is sent immediately after you submit the FAFSA  
**(This is only a submission confirmation.)**
- Second email; will be sent within **1-5** days to inform you of your FAFSA status, it's either "Processed Successfully" or "Action Required."
- If **Action Required**, you will need to go back into the FAFSA and **make corrections**