

Completing the FAFSA

FAFSA.GOV

Students must complete the FAFSA each year. The FAFSA opens up on **October 1st**! Cal Grant Priority Deadline is **March 2nd**! Make sure to complete your application as soon as possible.

Financial Aid, Scholarships, and Veterans

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Building: 9B, second floor

GATHER YOUR DOCUMENTS – Gather this information before you go to [FAFSA.gov](https://fafsa.gov) to complete your FAFSA:

- ☐ Social Security Card or Alien Registration Card
- ☐ Driver's license
- ☐ Federal income tax returns, W-2s and other records of money earned for the specified year
 - For the 2026-2027 FAFSA you will be using 2024 tax and income information.
- ☐ Current bank account balances and records of investments and untaxed income
- ☐ If you're a dependent student, you'll also need your parent(s)' information.

1

CREATE AN FSA ID – The Federal Student Aid ID (FSA ID) is the username and password students use to complete the FAFSA. The parent of a dependent student also needs an FSA ID to sign the FAFSA. Use the FSA ID Worksheet to keep track of your answers when you set up your FSA ID at [FSAID.ed.gov](https://fsaid.ed.gov).

2

FILL IT OUT – After you start your application at [FAFSA.gov](https://fafsa.gov) you will complete the sections below:

Student Demographics – When entering your personal information, **read directions carefully** and enter information accurately.

- Enter your full name and birthdate as shown on your Social Security card.
- Double-check your name, date of birth and Social Security number. Even one small error could cause delays.

School Selection – Select the college, university or career technology center you plan to attend. You can select up to 10 schools. You will also need to indicate whether you plan to live on campus, off campus or with a parent.

Dependency Status – A list of questions will determine whether you are considered dependent or independent on the FAFSA. Dependent students will be required to provide parental information.

3

Parent Demographics – Dependent students must enter information about their legal parent(s).

- If your parents are legally separated or divorced, list the parent who provided the majority of your financial support during the past 12 months.
- If your parents are legally separated or divorced and they have provided you equal financial support during the past 12 months, list the parent with the greater amount of income and assets.
- If your divorced parent is remarried, list both your parent and step-parent.
- If your parents are unmarried but living together, list information for both parents.

Financial Information – The FAFSA requires applicants to first provide consent for tax income disclosure. The IRS will attempt to securely transfer data from their system directly into the FAFSA. Students and/or parents who do not file taxes must still provide consent to confirm their IRS tax non-filing status. The student and/or parent will need to manually report their tax information if the IRS is unable to successfully transfer data from their system.

SIGN AND SUBMIT – Review your answers on the Summary, correct any errors, then enter your FSA ID to electronically sign your FAFSA.

- If you are considered dependent, your legal parent is also required to sign your FAFSA.
- Don't forget to click SUBMIT at the bottom of the screen.
- Review your confirmation page for information about the schools you've selected and an estimate of your financial aid eligibility.

4

FOLLOW UP – Watch your email for a FAFSA Submission Summary Report, which provides a copy of your FAFSA responses. Your college may also send you requests for further documentation before sending your financial aid offer. This letter will contain the types of financial aid offered to you by the college(s) you've chosen.

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FSA ID Worksheet

Keep this worksheet in a safe place and do not share your FSA ID with anyone, including school or college staff.

studentaid.gov/fsa-id/create-account

The FSA (Federal Student Aid) ID is used to:

- access all of your financial aid information and application
- electronically sign any type of federal aid documents.
- The parent of a dependent student also needs an FSA ID to sign the FAFSA

Follow these quick and simple steps to create your FSA ID.

1

ENTER AN EMAIL ADDRESS _____

The email address must be unique to each individual. You will not be able to use the same email address for student and parent. DO NOT use high school email accounts.

2

CREATE A USERNAME _____

Must be 6 — 30 characters. Avoid using personal identifiers like your name or birthdate.

3

CREATE A PASSWORD _____

Must be 8 — 30 characters. Avoid personal identifiers.

COMPLETE YOUR PROFILE

4

1. Enter your social security number
 2. Enter your birthdate
 3. Enter your name exactly as it is listed on your social security card
- Social Security matches are confirmed within 1 to 3 days. Errors can cause delays.

CHALLENGE QUESTIONS & ANSWERS

There are four challenge questions and answers. Select the questions from drop down menus and provide your answers below.

5

1. _____
2. _____
3. _____
4. _____

6

VERIFY YOUR EMAIL ADDRESS & MOBILE PHONE NUMBER

FSA will send an email with a code that must be entered to verify your email address. FSA will send a text message with a code used to verify your mobile phone number. Your FSA ID is ready to use!