

How To Fill Out The FAFSA 101

A Guide to Completing the FAFSA Online

Presenter Name | Date of Presentation

What You Need to Know

- Must file every year in college
- Can file January 1st of your senior year
- FSA ID (Parent/Student)
- The earlier the **BETTER!!**

How Do Individuals Apply?

***Free Application for Federal
Student Aid (FAFSA)***

www.FAFSA.gov



The next screen shows us the FAFSA “Home” page. Notice that it looks exactly like the live FAFSA site. And it performs just like the live site too, with the exceptions that I mentioned earlier. If you want to test an initial FAFSA experience, click on **Start a New FAFSA**. If you want to use our preloaded data to make a correction, add a school, or something like that, click on **Login**.

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Home Help

SEARCH

Login

Student Information

Form Approved
OMB No. 1845-0047
App. Exp. 12/31/2017

Instructions are provided for each FAFSA question in the Help and Hints section on the right side of the page and are also available by clicking **Need Help?** at the bottom of the page.

Enter either your (the student's) FSA ID or personal information to log in to FAFSA on the Web.

Enter your (the student's) FSA ID Enter the student's information

Do not log in with the FSA ID if you are not the student. OR

NEED HELP? **NEXT**

Help and Hints

Login Options

The FSA ID, which consists of a user-created username and password, replaced the PIN effective May, 2015. It allows users to electronically access personal information on Federal Student Aid Web sites as well as electronically sign a FAFSA.

Select one:

Enter your FSA ID (only the student should log in with an FSA ID).

Or

Enter the student's name, Social Security Number and date of birth. (You may have to enter your FSA ID later in

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Once you click **Start A New FAFSA** or **Login** you will be brought to the “Login” page where the student will either enter their FSA ID or enter the student personal identifying information. (shown on a later slide)

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Home Help SEARCH

Login

Student Information

Form Approved (OMB No. 1845-0047) App. Exp. 12/31/2015

Instructions are provided for each FAFSA question in the Help and Hints section on the right side of the page and are also available by clicking **Need Help?** at the bottom of the page.

Enter either your (the student's) FSA ID or personal information to log in to FAFSA on the Web.

Enter your (the student's) FSA ID
Do not log in with the FSA ID if you are not the student.

OR

Enter the student's information

The student's first name

The student's full last name

The student's Social Security Number

[From a Freely Associated State?](#)

The student's date of birth (mmddyyyy)

Help and Hints

Login Options

The FSA ID, which consists of a user-created username and password, replaced the PIN effective May, 2015. It allows users to electronically access personal information on Federal Student Aid Web sites as well as electronically sign a FAFSA.

Select one:

Enter your FSA ID (only the student should log in with an FSA ID).

Or

Enter the student's name, Social Security Number and date of birth. (You may have to enter your FSA ID later in

STUDENT

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This is the “Login” landing page. Because the FAFSA is ALWAYS the student’s application (rather than the parent’s), the student inputs his or her information first. The personal identifying information entered here will form the record locators within the FAFSA database.

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Home | Help | SEARCH

Login

Student Information Form Approved (OMB No. 1845-0047) App. Exp. 12/31/2017

Instructions are provided for each FAFSA question in the Help and Hints section on the right side of the page and are also available by clicking **Need Help?** at the bottom of the page.

Enter either your (the student's) FSA ID or personal information to log in to FAFSA on the Web.

Enter your (the student's) FSA ID
 Enter the student's information

Do not log in with the FSA ID if you are not the student. [Create an FSA ID](#) OR

FSA ID Username or Verified E-mail Address

[Forgot Username](#)

FSA ID Password

[Forgot Password](#)

[NEXT](#)

[NEED HELP?](#)

Help and Hints

Login Options

The FSA ID, which consists of a user-created username and password, replaced the PIN effective May, 2015. It allows users to electronically access personal information on Federal Student Aid Web sites as well as electronically sign a FAFSA.

Select one:

Enter your FSA ID (only the student should log in with an FSA ID),

Or

Enter the student's name, Social Security Number and date of birth. (You may have to enter your FSA ID later in

STUDENT

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Privacy

Or Melanie can create a new FSA ID and **immediately** use it to complete, sign and submit a new FAFSA.

Please reference slide 11 on how to create a new FSA ID.

The screenshot shows the FAFSA login page. At the top, it says "Federal Student Aid" and "FAFSA Free Application for Federal Student Aid". There are navigation links for "Home" and "Help", and a "SEARCH" button. The main content area is titled "Login" and has a "STUDENT" label on the left. It contains two main sections: "Student Information" and "Help and Hints".

Student Information

Instructions are provided for each FAFSA question in the Help and Hints section on the right side of the page and are also available by clicking **Need Help?** at the bottom of the page.

Enter either your (the student's) FSA ID or personal information to log in to *FAFSA on the Web*.

Enter your (the student's) FSA ID

Do not log in with the FSA ID if you are not the student.

OR

Enter the student's information

The student's first name
Melanie

The student's full last name
Howard

The student's Social Security Number
[From a Freely Associated State?](#)
123-45-6789

The student's date of birth (mmddyyyy)
01/25/1996

[NEXT](#)

[NEED HELP?](#)

Help and Hints

The student's date of birth

For an extra level of security, select the Virtual Keyboard icon and use your mouse to select the characters.

You must enter the student's date of birth.

Enter the date of birth in "mmddyyyy" format, and make sure it **exactly** matches the date of birth on file with the Social Security Administration. For example, if the student's date of birth is **May 3, 1980**, type **05031980**.

[More>>>](#)

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Melanie's personal information has been entered. Note that as we progress through the FAFSA Demo screens, a section called "Help and Hints" appears on the right hand side. These hints are tailored to each question on the FAFSA. So if you click in any of these fields, the "Help and Hints" box will appear on the right for additional guidance. For example, if you clicked on the Social Security Number field, you would see hints that are unique to that question.

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Home Help SEARCH

Login

Welcome, Melanie!

You should review the information you entered to make sure it is accurate before clicking Next. If you believe you have already submitted a FAFSA and the information you provided on this page is correct, [Contact Us](#) for assistance.

Student Information

Instructions are provided for each FAFSA question in the Help and Hints section on the right side of the page and are also available by clicking **Need Help?** at the bottom of the page. Enter either your (the student's) FSA ID or personal information to log in to FAFSA on the Web.

Form Approved OMB No. 1845-0041 App. Exp. 12/31/2017

Do not log in with the FSA ID if you are not the student.

Enter your (the student's) FSA ID

Enter the student's information

OR

The student's first name
Melanie

The student's full last name
Howard

The student's Social Security Number
[From a Freely Associated State?](#)
123-45-6789

The student's date of birth (mmddyyyy)
01/25/1996

NEED HELP?

NEED HELP?

Help and Hints

Login Options

The FSA ID, which consists of a user-created username and password, replaced the PIN effective May, 2015. It allows users to electronically access personal information on Federal Student Aid Web sites as well as electronically sign a FAFSA.

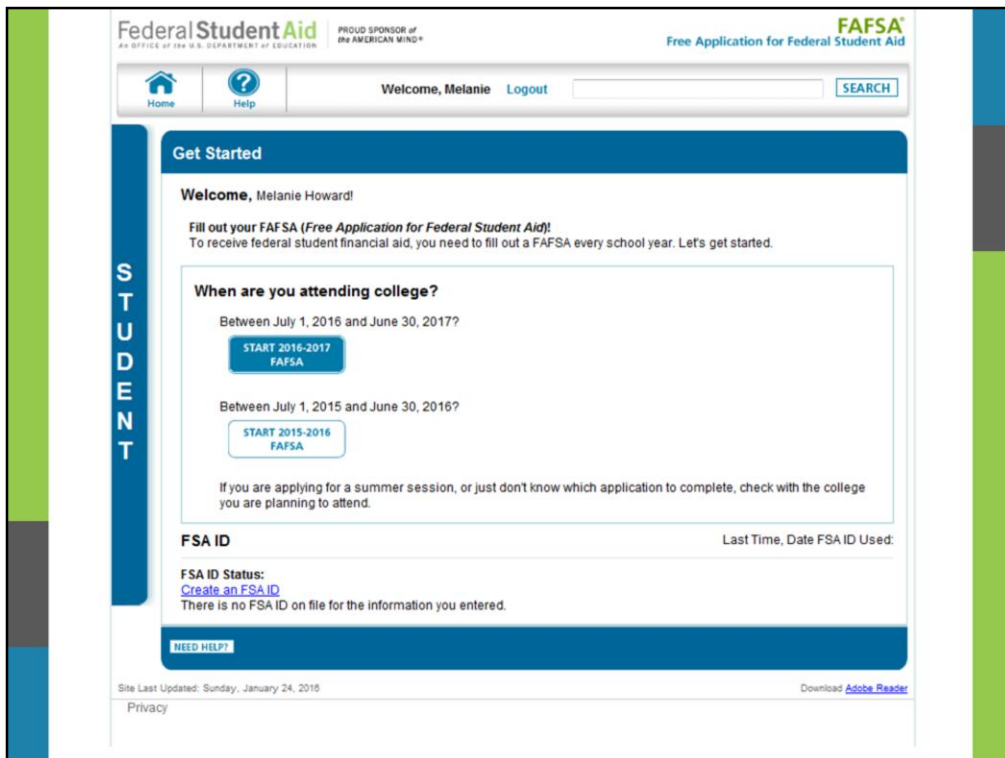
Select one:

Enter your FSA ID (only the student should log in with an FSA ID).

Or

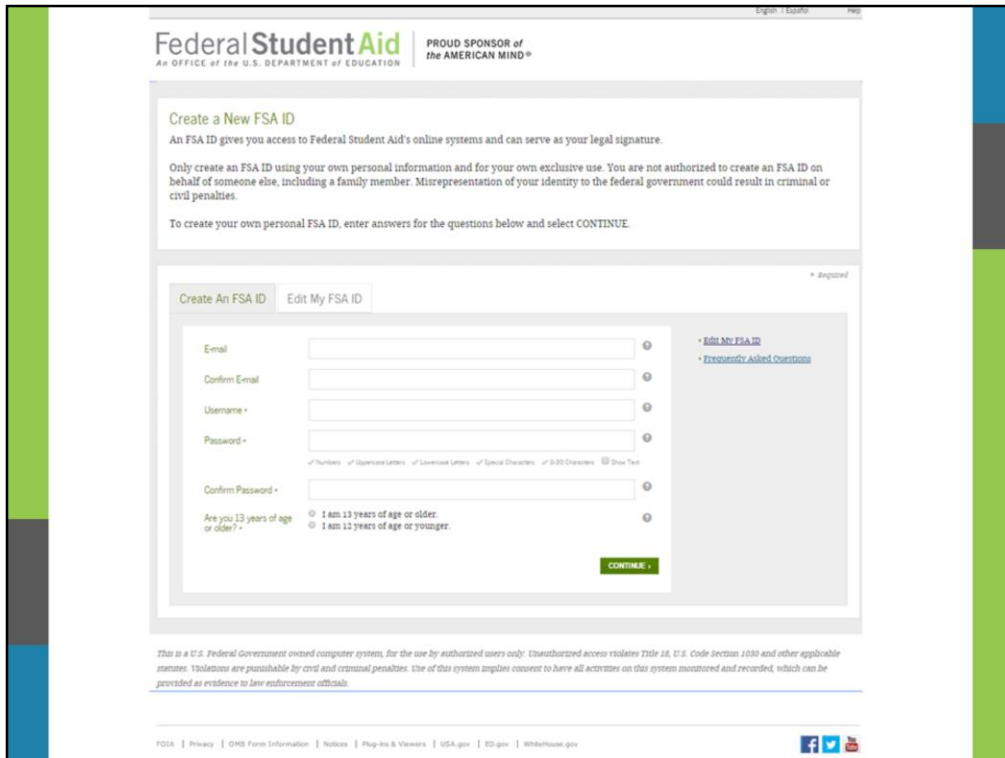
Enter the student's name, Social Security Number and date of birth. (You may have to enter your FSA ID later in

On the top of the page, you will see a “pop up” message confirming that a FAFSA record has been established for Melanie. It is important that Melanie verifies her personal information that matches the name and SSN on her Social Security Card. It is also important to verify her date of birth. She must use her legal name. No nicknames or shortened names, i.e. Mel or similar.



Now that Melanie has established a FAFSA record, she can designate which FAFSA she wants to access: the 2015-2016 FAFSA or the 2014-2015 FAFSA. Note the verbiage to the left that helps students determine which FAFSA they need to complete for the academic year in which they want to receive financial aid for. We'll have Melanie click the **Start 2015-2016 FAFSA** option.

*Note, because Melanie has not created an FSA ID, Melanie should click on the link Create an FSA ID so she can electronically sign her FAFSA.



After Melanie clicked on Create an FSA ID – she was directed to the “Create a NEW FSA ID” page.

Disclaimer: The student and parent cannot share the same FSA ID. The student must apply for an FSA ID and the parent must apply for an FSA ID. An FSA ID serves as part of a person’s identification, as well as their electronic signature, and should only be used by that individual. That also means that the student and the parent should not use the same email address linked to the FSA ID.

English | Español | Help

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Create a New FSA ID

An FSA ID gives you access to Federal Student Aid's online systems and can serve as your legal signature.

Only create an FSA ID using your own personal information and for your own exclusive use. You are not authorized to create an FSA ID on behalf of someone else, including a family member. Misrepresentation of your identity to the federal government could result in criminal or civil penalties.

To create your own personal FSA ID, enter answers for the questions below and select CONTINUE.

[* Required](#)

Create An FSA ID | Edit My FSA ID

Email: [Edit My FSA ID](#)

Confirm Email: [Frequently Asked Questions](#)

Username:

Password: Create New Show Text

Confirm Password:

Are you 13 years of age or older? I am 13 years of age or older. I am 12 years of age or younger.

This is a U.S. Federal Government owned computer system, for the use by authorized users only. Unauthorized access violates Title 18, U.S. Code Section 1030 and other applicable statutes. Violations are punishable by civil and criminal penalties. Use of this system implies consent to have all activities on this system monitored and recorded, which can be provided as evidence to law enforcement officials.

FSAID | Privacy | DHS Form Information | Notices | Plugins & Widgets | USA.gov | 800.gov | 800helpnow.gov

The FSA ID process consists of four main steps of entering the following log-in information:

Provide your e-mail address, a unique username, and password, and verify that you are at least 13 years old as completed by Melanie.

English | Español | Help

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Personal Identification Information

To apply for an FSA ID, complete the information below and select CONTINUE.

I understand that I will be required to certify that the information that I provide to obtain an FSA ID is true and correct and that I am the individual who I claim to be. If I am not that person who I claim to be, I understand that I am not authorized to proceed and that I should exit this form now. If I provide false or misleading information, I understand that I may be fined, sent to prison for not more than five years, or both.

Identity Profile Review & Confirm Done

Social Security Number * - - ⓘ * Required
Show Text

Date of Birth * ⓘ

First Name, Middle Initial, Last Name * ⓘ

Enter your personal information.

Provide your Social Security number, full legal name, and date of birth as shown by Melanie.

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Profile Information

First, review the information you have provided carefully. Mistakes can cause delays or problems with the disbursement or repayment of financial aid.

Then complete the additional questions below. Select CONTINUE to proceed.

Identity Profile Review & Confirm Done

Social Security Number * - - ⓘ * Required

Show Text

First Name, Middle Initial, Last Name * ⓘ

Date of Birth * ⓘ

Username * ⓘ

Password * ⓘ

✔ Create New Show Text

Confirm Password * ⓘ

E-mail ⓘ

Confirm E-mail ⓘ

Mailing Address ⓘ

City, State, Zip Code ⓘ

Phone ⓘ

Alternate Phone ⓘ

Language Preference English Español ⓘ

Include your mailing address, e-mail address, telephone number, and language preference as shown by Melanie.

English | Español | Help

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Challenge Questions And Answers

Challenge questions and answers are used to retrieve your username or password if you forget them and to unlock your account. Provide the challenge questions and answers below and select CONTINUE.

Identity Profile Review & Confirm Done

* Required

Challenge Question 1 * What was the name of your elementary school? ⓘ

Answer 1 * ⓘ Show Text

Challenge Question 2 * What is the nickname of your youngest sibling? ⓘ

Answer 2 * ⓘ Show Text

Challenge Question 3 * What was the name of my first pet? ⓘ

Answer 3 * ⓘ Show Text

Challenge Question 4 * What was my high school mascot? ⓘ

Answer 4 * ⓘ Show Text

Challenge Question 5 (Used to access your information over the phone) * Type a significant date in your life (MM/DD/YYYY) ⓘ

Answer 5 * ⓘ Show Text

CANCEL PREVIOUS CONTINUE

For security purposes, provide answers to five challenge questions. The first two challenge questions are available from a drop down menu; however, the remaining three, Melanie must create her own challenge questions and answers.

Review Your Information and Terms & Conditions
 Verify the information you provided for your FSA ID below. If there is an error, select PREVIOUS and make the appropriate updates. If there are no errors, then read and agree to the Terms & Conditions and select CONFIRM.

Identify Profile Review & Confirm Done

Social Security Number: ***-**-****
 Username: hollisw@id
 Password: *****
 E-mail: hollisw@id@gmail.com
 Are you 13 years of age or older? I am 13 years of age or older.
 First Name, Middle Initial, Last Name: Hollis W
 Date of Birth: 01/23/1996
 Mailing Address: 74 Glen Park Rd
 City, State, Zip Code: Lake Charles, LA, 70601
 Phone: 337-522-1212
 Alternate Phone: *****
 Language Preference: English
 Challenge Question 1: What was the name of your elementary school?
 Answer 1: *****
 Challenge Question 2: What is the nickname of your youngest sibling?
 Answer 2: *****
 Challenge Question 3: What was the name of your first pet?
 Answer 3: *****
 Challenge Question 4: What was my high school mascot?
 Answer 4: *****
 Challenge Question 5 (Used to identify your institution near the phone): Type a significant date in your life (MM/DD/YYYY)
 Answer 5: *****

• Change your password by selecting Change My Password under the Edit My FSA ID tab, or
 • Disable your FSA ID so that no one can use it by selecting Disable My FSA ID under the Edit My FSA ID tab.
 I declare under penalty of perjury under the laws of the United States of America that the information that I have provided to obtain an FSA ID is true and correct, and that I am the individual who I claim to be. I understand that falsification of this statement may be punishable by a fine, the imprisonment of up to one year, or both.
 If you agree to these terms, select the "I verify that the above information is correct & accept the terms & conditions".
 If you do not agree to the conditions, select CANCEL.

Submit Cancel Confirm

Submit your FSA ID information.

Agree to the terms and conditions.

Verify your e-mail address. (Note: By verifying your e-mail address, you can use your e-mail address as your username when logging into certain ED websites. This verification also allows you to retrieve your username or reset your password without answering challenge questions.)

Please refer to the disclaimer on slide 11

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Home Help SEARCH

Login

Student Information

Instructions are provided for each FAFSA question in the Help and Hints section on the right side of the page and are also available by clicking **Need Help?** at the bottom of the page.

Enter either your (the student's) FSA ID or personal information to log in to FAFSA on the Web.

Enter your (the student's) FSA ID
 Enter the student's information

Do not log in with the FSA ID if you are not the student. **OR**

[Create an FSA ID](#)

FSA ID Username or Verified E-mail Address
anieHoward@gmail.com
[Forgot Username](#)

FSA ID Password

[Forgot Password](#)

NEXT

NEED HELP?

Help and Hints

The student's FSA ID Password

Enter your FSA ID password.

This field is case-sensitive. If you have forgotten your password, click "Forgot Password."

Note: The password must be between 8 to 30 characters long. You can use any combination of numbers, uppercase and lowercase letters, and / or special characters.

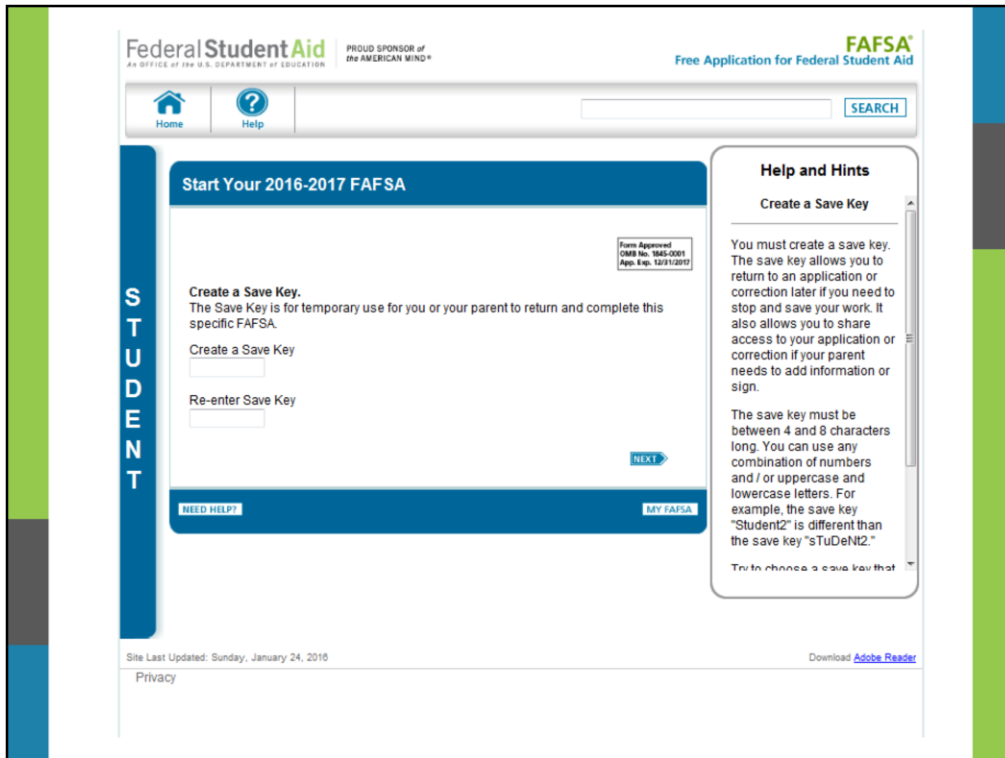
[More>>>](#)

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Privacy

Once Melanie's information is verified with the Social Security Administration (one–three days from the date you apply), she will be able to use her FSA ID to access her personal information on any of these ED websites, depending on what she needs to do: FAFSA.gov, My Federal Student Aid via StudentAid.gov or NSLDS.ed.gov, StudentLoans.gov, and Agreement to Serve (ATS) at www.teach-ats.ed.gov.

Note: Since Melanie's information has been verified, she can also start a Renewal FAFSA or make corrections to an existing FAFSA (including adding a school or accessing the IRS Data Retrieval Tool).



Next, Melanie is going to create a 4-8 character Save Key. She will use this Save Key to save a partially completed FAFSA or FAFSA correction and return to it later. It can also be used to share a FAFSA between a parent and student who are not together geographically.

The screenshot shows the FAFSA website interface. At the top left, it says "Federal Student Aid" and "PROUD SPONSOR of THE AMERICAN MIND™". At the top right, it says "FAFSA Free Application for Federal Student Aid". Below this is a search bar with a "SEARCH" button. A navigation menu includes: Student Demographics, School Selection, Dependency Status, Parent Demographics, Financial Information, Sign & Submit, and Confirmation. The main content area is titled "Introduction Page - 2016-2017 FAFSA". It contains the following text: "Use the Next and Previous buttons to move from page to page in the form. If you use your browser's back and forward buttons to move from page to page, you may lose your data." Below this is a section "Additional information about FAFSA on the Web:" with several blue hyperlinks: "How can I get help completing my FAFSA?", "How many steps does it take to complete?", "How long will it take to complete?", "Can I save my FAFSA if I can't finish it?", "Documents needed to complete the FAFSA", "Signing the FAFSA", and "FAFSA on the Web Security and Privacy". At the bottom of the content area are "NEXT" and "EXIT" buttons. The footer includes "Site Last Updated: Sunday, January 24, 2016", "Privacy", and "Download Adobe Reader". A vertical "STUDENT" banner is on the left side.

This the “Introduction” page. It provides helpful hints about navigating the FAFSA site and additional information about the FAFSA process.

The screenshot shows the FAFSA application interface. At the top, it says "Federal Student Aid" and "FAFSA Free Application for Federal Student Aid". Below this is a navigation bar with tabs: "Student Demographics", "School Selection", "Dependency Status", "Parent Demographics", "Financial Information", "Sign & Submit", and "Confirmation". The "Student Demographics" tab is active.

The main form area is titled "Student Demographic Information" and contains the following fields:

- Your last name: Howard
- Your first name: Melanie
- Your middle initial: [empty]
- Your Social Security Number: 123-45-6789
- Your date of birth (mmddyyyy): 01/25/1996
- Are you male or female? Male Female
- Your permanent mailing address (include apt. number): 75 Glen Parrish Rd
- Your city (and country if not U.S.): Lake Charles
- Your state: Louisiana
- Your ZIP code: 70605
- Have you lived in Louisiana for at least 5 years? Yes No
- Your telephone number: (337) 555-1212
- Your e-mail address: MelanieHoward@gmail.com
- Re-enter your e-mail address: MelanieHoward@gmail.com
- What is your marital status as of today? I am single
- Do you have driver's license information that you want to provide? Yes No
- Your driver's license number: 54488915
- Your driver's license state: Louisiana

At the bottom of the form, there are buttons for "NEED HELP?", "SAVE", "CLEAR ALL DATA", "VIEW FAFSA SUMMARY", "PREVIOUS", "NEXT", and "EXIT".

On the right side of the form, there is a "Help and Hints" section titled "Student's Driver's License State Question 12". The text reads: "Select the state that issued your driver's license or identification card. Select Foreign Country if your license was issued by a foreign country."

At the bottom left, it says "Site Last Updated: Sunday, January 24, 2016". At the bottom right, it says "Download Adobe Reader".

Now Melanie will begin providing personal information about herself. Notice along the top of this page are tabs designating the different sections of the FAFSA: Student Demographics, School Selection, Dependency Status, Parent Demographics, Financial Information, Sign and Submit, and Confirmation.

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Help [SEARCH]

Student Demographics | School Selection | Dependency Status | Parent Demographics | Financial Information | Sign & Submit | Confirmation

STUDENT

Student Eligibility

Are you a U.S. citizen?

What will your high school completion status be when you begin college in the 2016-2017 school year?

What will your grade level be when you begin the 2016-2017 school year?

What degree or certificate will you be working on when you begin the 2016-2017 school year?

Are you interested in being considered for work-study?

Will you have your first bachelor's degree before you begin the 2016-2017 school year?
 Yes No

Are you a foster youth or were you at any time in the foster care system?

Highest school completed by Parent 1

Highest school completed by Parent 2

PREVIOUS NEXT

NEED HELP? SAVE CLEAR ALL DATA VIEW FAFSA SUMMARY EXIT

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Help and Hints

Parent's Educational Level Question 24 and 25

Select the answer that best describes your parent's highest level of education completed.

This question is used for state scholarship purposes only and does not affect your eligibility for federal student aid. For this question, parent means your birth or adoptive parent. Do not answer this question about a stepparent, legal guardian, or foster parent.

Now, Melanie will begin entering her student eligibility criteria.

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Help

SEARCH

Student Demographics | School Selection | Dependency Status | Parent Demographics | Financial Information | Sign & Submit | Confirmation

STUDENT

Student Eligibility continued

Enter the name, city, and state of your high school, then click **Confirm**.

What is the name of your high school?
Alfred M. Barbe High School

In what city is your high school located?
Lake Charles

In what state is your high school located?
Louisiana

CONFIRM

PREVIOUS NEXT

NEED HELP? SAVE CLEAR ALL DATA VIEW FAFSA SUMMARY EXIT

Help and Hints

Student's High School Name, City, and State
Question 27

Enter the name, city, and state of the high school where you received or will receive your high school diploma.

Select Foreign Country from the "In what state is your high school located?" dropdown box if you received a foreign school diploma that is equivalent to a U.S. high school diploma.

Enter as much information as possible to receive the most relevant search results. For the high school name and city, you may enter

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Melanie will enter the name, city, and state from the high school that she will graduate from. For the training purposes, Melanie attended Alfred M. Barbe High School in Lake Charles, Louisiana. Melanie will click **Confirm**.

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Help [SEARCH]

Student Demographics School Selection Dependency Status Parent Demographics Financial Information Sign & Submit Confirmation

STUDENT

Student Eligibility continued

Enter the name, city, and state of your high school, then click **Confirm**.

What is the name of your high school?
Alfred M. Barbe High School

In what city is your high school located?
Lake Charles

In what state is your high school located?
Louisiana

CONFIRM

We found 12 results that meet your criteria. To narrow your results, change the information in the entry fields above to better clarify your request and click **Confirm** again.

Click the **Select** link next to the correct high school to add it to your application. If your high school is not listed and you believe you entered the information correctly, click **Next** to continue.

| | School Name | City |
|--------|--------------------------------------|--------------|
| Select | ALFRED M. BARBE HIGH SCHOOL | LAKE CHARLES |
| Select | WASHINGTON/MARION MAGNET HIGH SCHOOL | LAKE CHARLES |
| Select | SAM HOUSTON HIGH SCHOOL | LAKE CHARLES |
| Select | GRAND LAKE HIGH SCHOOL | LAKE CHARLES |
| Select | LAGRANGE HIGH SCHOOL | LAKE CHARLES |
| Select | ST LOUIS CATHOLIC HIGH SCHOOL | LAKE CHARLES |

PREVIOUS NEXT

NEED HELP? SAVE CLEAR ALL DATA VIEW FAFSA SUMMARY EXIT

Help and Hints
Student's High School Name, City, and State Question 27
Enter the name, city, and state of the high school where you received or will receive your high school diploma.
Select Foreign Country from the "In what state is your high school located?" dropdown box if you received a foreign school diploma that is equivalent to a U.S. high school diploma.
Enter as much information as possible to receive the most relevant search results. For the high school name and city, you may enter the full name or commonly accepted abbreviations or aliases.

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Alfred M. Barbe High School in Lake Charles, Louisiana was found in the list below. She then selects Alfred M. Barbe High School.

Note: If the student's high school is not found, the student can type in the name of the high school within the corresponding field.

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Help [SEARCH]

Student Demographics | School Selection | Dependency Status | Parent Demographics | Financial Information | Sign & Submit | Confirmation

STUDENT

Student Eligibility continued

The high school you selected was added to your application. Click **Next** to continue.

Enter the name, city, and state of your high school, then click **Confirm**.

What is the name of your high school?

In what city is your high school located?

In what state is your high school located?

Help and Hints
Student's High School Name, City, and State
Question 27

Enter the name, city, and state of the high school where you received or will receive your high school diploma.

Select Foreign Country from the "In what state is your high school located?" dropdown box if you received a foreign school diploma that is equivalent to a U.S. high school diploma.

Enter as much information as possible to receive the most relevant search results. For the high school name and city, you may enter the full name or commonly accepted abbreviations or aliases.

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Melanie will click **Next** after confirming the high school she selected from the prior screen.

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Help [SEARCH]

Student Demographics | **School Selection** | Dependency Status | Parent Demographics | Financial Information | Sign & Submit | Confirmation

School Selection

• Melanie, based on the information you provided, we have determined that you may qualify for federal student aid. Continue through the application for us to determine how much aid you can receive.

• Application was successfully saved.

You can add up to 10 colleges to your FAFSA. If you know your college's school code, use the option to the right to search. If you need help finding your college, use the state (required), city (optional), and school name (optional) fields to begin your search.

All of the information you report on the FAFSA will be sent to each college listed, including the names of the other colleges listed. If you don't want this information sent to a particular college, do not list that school on your FAFSA.

State: Federal School Code:

City: (optional) OR

School Name: (optional)

[SEARCH] [Search Tips](#) [SEARCH]

[PREVIOUS] [NEXT]

[NEED HELP?] [SAVE] [CLEAR ALL DATA] [VIEW FAFSA SUMMARY] [EXIT]

Notice that we have moved to the second tab: School Selection. This section begins by informing Melanie that she may qualify for federal aid based upon the information she has input so far. Next, she will designate which schools she wants to receive her processed FAFSA data. She must list one, and can list up to ten.

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Help [SEARCH]

Student Demographics **School Selection** Dependency Status Parent Demographics Financial Information Sign & Submit Confirmation

School Selection

• Melanie, based on the information you provided, we have determined that you may qualify for federal student aid. Continue through the application for us to determine how much aid you can receive.

• Application was successfully saved.

You can add up to 10 colleges to your FAFSA. If you know your college's school code, use the option to the right to search. If you need help finding your college, use the state (required), city (optional), and school name (optional) fields to begin your search.

All of the information you report on the FAFSA will be sent to each college listed, including the names of the other colleges listed. If you don't want this information sent to a particular college, do not list that school on your FAFSA.

State: Louisiana Federal School Code: []

City: [] (optional) OR

School Name: Southern University (optional)

[SEARCH] Search Tips [SEARCH]

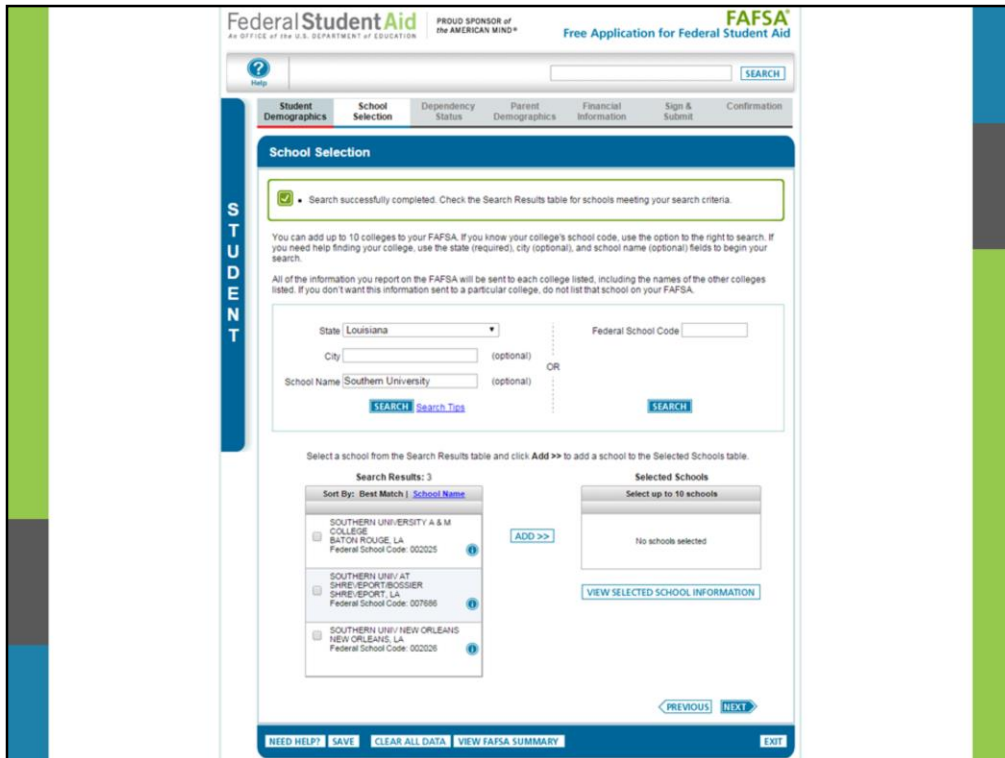
[PREVIOUS] [NEXT]

[NEED HELP?] [SAVE] [CLEAR ALL DATA] [VIEW FAFSA SUMMARY] [EXIT]

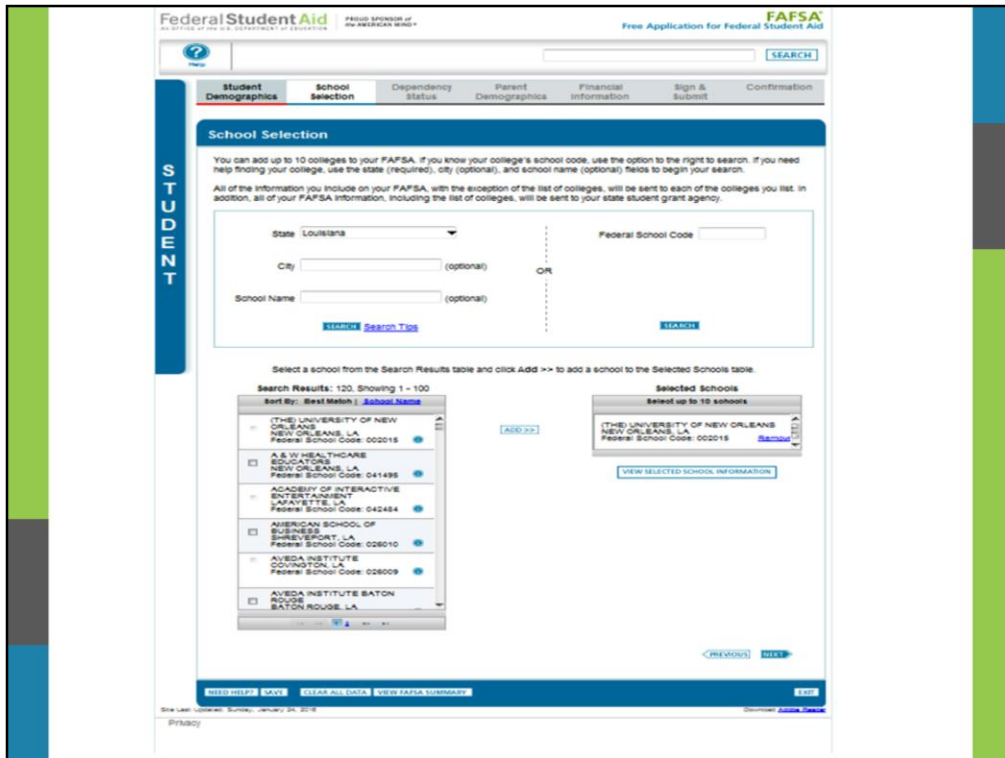
Site Last Updated: Sunday, December 28, 2014 Download Adobe Reader

For the purposes of this training, we'll have Melanie conduct a search for Southern University in Louisiana. Note, if Melanie knows the Federal School Code, she can enter in the code and click **SEARCH**.

Note: For federal student aid purposes, it does not matter in what order you list your selected schools. For state aid, you may want to list your preferred college first.



Based upon Melanie's search criteria for Southern University in Louisiana, the FAFSA returned 3 search results for Southern University.



Let's have Melanie select the New Orleans campus. She will select the box by the school name and then click **Add** to add it to her Selected Schools list. Keep in mind that she can add an additional nine schools to her FAFSA, although our own research has found that the vast majority of students list only one school – because the FAFSA process typically comes after they've made up their mind about where to go to college.

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Help [SEARCH]

Student Demographics School Selection Dependency Status Parent Demographics Financial Information Sign & Submit Confirmation

School Selection Summary

For each school listed, select the appropriate housing plan from the dropdown list.

| School Name | Federal School Code | Housing Plans | |
|---------------------------------|---------------------|---------------|--------|
| (THE) UNIVERSITY OF NEW ORLEANS | 002015 | Select | Remove |

VIEW SELECTED SCHOOL INFORMATION

ADD A SCHOOL

PREVIOUS NEXT

NEED HELP? SAVE CLEAR ALL DATA VIEW FAFSA SUMMARY EXIT

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Next, Melanie will designate On Campus, Off Campus or With Parent for her housing plan. Let's have her indicate "On Campus". As you know, a student's housing choice can greatly impact the overall Cost of Attendance.

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Help [SEARCH]

Student Demographics **School Selection** Dependency Status Parent Demographics Financial Information Sign & Submit Confirmation

STUDENT

Dependency Determination

Application was successfully saved.

Were you born before January 1, 1993?
 Yes No

As of today, are you married?
 Yes No

At the beginning of the 2016-2017 school year, will you be working on a master's or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD, or graduate certificate, etc.)?
 Yes No

Do you now have or will you have children who will receive more than half of their support from you between July 1, 2016 and June 30, 2017?
 Yes No

Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2017?
 Yes No

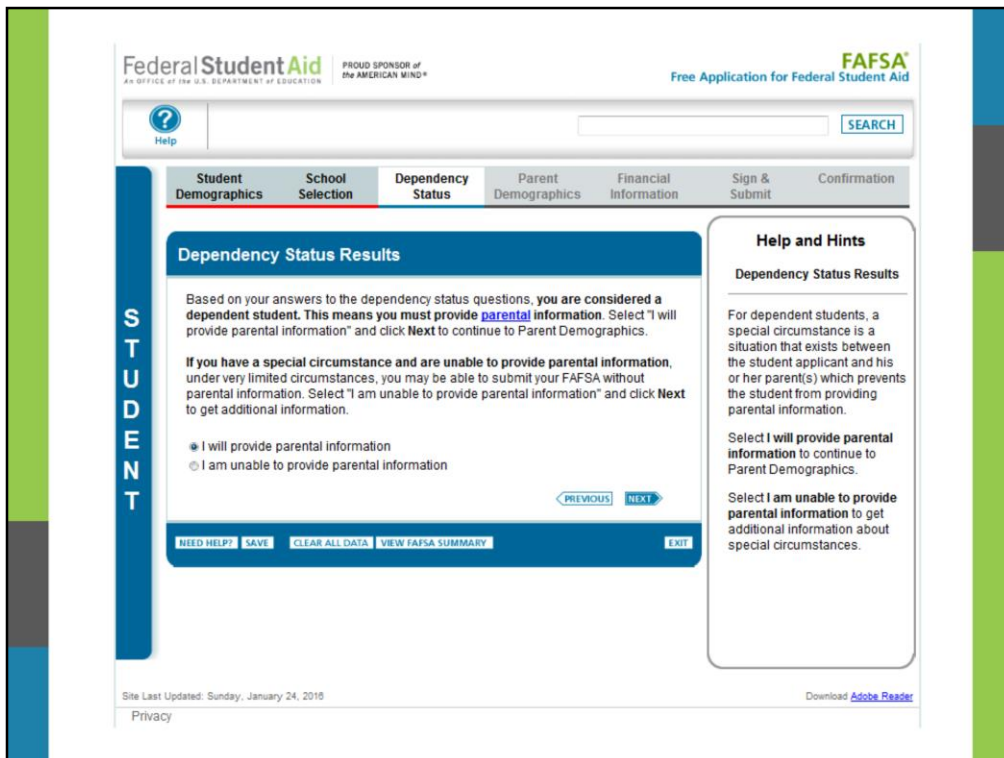
[PREVIOUS](#) [NEXT](#)

[NEED HELP?](#) [SAVE](#) [CLEAR ALL DATA](#) [VIEW FAFSA SUMMARY](#) [EXIT](#)

Help and Hints
 Student Born Before January 1, 1993?
 Question 46
 The answer to this question is pre-filled based on your answer to the date of birth question earlier in the application.

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Next, we move to the Dependency Status tab. This is the section that determines who's information goes on the FAFSA. There are 11 questions in the section, and if Melanie answers "NO" to all of the questions, she will be dependent for FAFSA purposes and must provide parental information on her FAFSA. If she answers "YES" to any one of the questions, she is automatically independent and will not need to provide parental information.



We had Melanie answer “No” to all of the Dependency Status questions, so the “Dependency Status Results” page is informing her that she needs to provide parental information.

Note: That there is a Special Circumstances option which enable applicants to not provide parental information, but that is for individuals that, due to usually extreme situations, cannot provide parental information. For more guidance, see the help text on FAFSA.gov.

The screenshot shows the 'Parent Demographics Information' section of the FAFSA application. The page is titled 'Parent Demographics Information' and is part of the 'Parent' section of the FAFSA application. The page contains various fields for entering parental information, including marital status, Social Security numbers, dates of birth, and household size. A 'Help and Hints' box on the right provides instructions for entering the number of people in the household.

Parent Demographics Information

As of today, what is the marital status of your legal **parents** (biological and/or adoptive)?
 Married or Remarried

When did your parents get married or remarried? Enter the month and year. (mm/yyyy)
 05/1993

What is your Parent 1 (father's/mother's/stepparent's) Social Security Number?
 123-45-6789

What is your Parent 1 (father's/mother's/stepparent's) last name?
 Howard

What is your Parent 1 (father's/mother's/stepparent's) first initial?
 H

What is your Parent 1 (father's/mother's/stepparent's) date of birth? (mm/dd/yyyy)
 05-14-1970

What is your Parent 2 (father's/mother's/stepparent's) Social Security Number?
 123-45-6789

What is your Parent 2 (father's/mother's/stepparent's) last name?
 Howard

What is your Parent 2 (father's/mother's/stepparent's) first initial?
 K

What is your Parent 2 (father's/mother's/stepparent's) date of birth? (mm/dd/yyyy)
 05-18-1971

Your parents' e-mail address
 M@nAndC@a@gmail.com

Re-enter your parents' e-mail address
 M@nAndC@a@gmail.com

Have your parents lived in Louisiana for at least 6 years?
 Yes No

Your parents' number of family members in 2016-2017 (household size)
 If you are not sure who is considered a family member, click Household Size to answer the questions on the worksheet.
 4 [\[HOUSEHOLD SIZE\]](#)

How many people in your parents' household will be college students between July 1, 2016 and June 30, 2017? Do not include your parents.
 1

Help and Hints
Parents' Number in College in 2016-2017 (Parents Excluded)
Question 74
 Enter the number of people in your parents' household who will attend college between July 1, 2016 and June 30, 2017.
 Include:
 • Yourself, even if you will attend college less than half-time in 2016-2017.
 • Other people in your parents' household only if they will attend college at least half-time in 2016-2017, in a program that leads to a college degree or certificate.
 Do not include:

Because Melanie was determined to be dependent, we move to the fourth tab: Parental Information. Notice the color change!! We want to make sure students and parents can easily determine their sections of the FAFSA not only by the designated tabs, but also by the color. On this page, Melanie (along with her parents) enters the parental demographic information.

Next, we need to know the tax return status for Melanie’s parents: Already filed; Will file; or Not going to file. We’ll have her indicate “Will file”.

Note: Even if parents haven’t done their taxes for the year, they should proceed with completing the FAFSA due to deadlines for state aid. In addition, we recommend parents to return to the FAFSA to update their tax information after their taxes have been filed and processed by the Internal Revenue Service (IRS). It is also recommended to utilize the IRS Data Retrieval tool because it is easy, faster, and accurate. For more information, visit <https://fafsa.ed.gov/help/irshlp14.htm>.

Help

SEARCH

Student Demographics
School Selection
Dependency Status
Parent Demographics
Financial Information
Sign & Submit
Confirmation

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N
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Parent Financial Information

Your parents indicated they "Will file" a 2015 tax return.

If their 2015 income is similar to their 2014 income, use your parents' 2014 tax return to provide estimates for questions about their income. If their income is not similar, click **Income Estimator** for assistance estimating your parents' adjusted gross income, and answer the remaining questions about their income to the best of your ability.

Once your parents file, they **must** correct the FAFSA, changing 1) their filing status from "Will file" to "Already completed," and 2) their estimated answers to the final amounts on their 2015 tax return. At that time, they may be able to use the IRS Data Retrieval Tool to transfer their tax return information into the FAFSA.

What type of income tax return will your parents file for 2015?

What was your parents' adjusted gross income for 2015? This amount is found on IRS Form 1040A-line 21 or 1040EZ-line 4.
 \$ [INCOME ESTIMATOR](#)

How much did your Parent 1 (father/mother/stepparent) earn from working (wages, salaries, tips, etc.) in 2015? This amount is your Parent 1 (father's/mother's/stepparent's) portion of IRS Form 1040A-line 7 or 1040EZ-line 1.
 \$

How much did your Parent 2 (father/mother/stepparent) earn from working (wages, salaries, tips, etc.) in 2015? This amount is your Parent 2 (father's/mother's/stepparent's) portion of IRS Form 1040A-line 7 or 1040EZ-line 1.
 \$

Help and Hints

Is Parent a Dislocated Worker? Question 84

Answer this question about the [parent](#) who is completing the application.

A person may be considered a dislocated worker if he / she:

- is receiving unemployment benefits due to being laid off or losing a job and is unlikely to return to a previous occupation;
- has been laid off or received a lay-off notice from a job;
- was self-employed but is now unemployed due to

Now we're going to list some basic income information for Melanie's parents.

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SEARCH

Student Demographics | School Selection | Dependency Status | Parent Demographics | Financial Information | Sign & Submit | Confirmation

PARENT

Parent Financial Information continued

Enter the amount of your parents' income tax for 2015. This amount is found on IRS Form 1040A-line 28 (minus line 30) or 1040EZ-line 10.
\$ 0.00

Enter your parents' exemptions for 2015. This amount is found on IRS Form 1040A-line 6d or 1040EZ-see help & hints.
4

Did your parents have any of the following items in 2015? Check all that apply and provide amounts.

Additional Financial Information

- American Opportunity Tax Credit or Lifetime Learning Tax Credit
- Child support paid
- Taxable earnings from Work-study, Assistantships or Fellowships
- College grant and scholarship aid reported to the IRS
- Combat pay or special combat pay
- Cooperative education program earnings

Untaxed Income

- Payments to tax-deferred pension and retirement savings plans
- IRA deductions and payments to self-employed SEP, SIMPLE and Keogh
- Child support received
- Tax exempt interest income
- Untaxed portions of IRA distributions
- Untaxed portions of pensions
- Housing, food, and other living allowances paid to military, clergy, and others
- Veterans noneducation benefits
- Other untaxed income not reported such as workers' compensation or disability benefits

As of today, does the total amount of your parents' current assets exceed \$17,000.00?
 Yes No

PREVIOUS NEXT

REGISTRATION STATUS | CREATE NEW PROFILE | VIEW PROFILE SUMMARY | EXIT

Help and Hints

Parents' Total Assets Exceed Amount Listed?

Select Yes if your parents' current asset net worth exceeds this amount as of today.

Select No if your parents' current asset net worth does not exceed this amount as of today.

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
- Investment firms
- Other investments, such as real estate (other than the home in which your parents live)

Melanie's parents will continue entering their tax information.

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Help [SEARCH]

Student Demographics School Selection Dependency Status Parent Demographics Financial Information Sign & Submit Confirmation

STUDENT

Student Tax Information

For 2015, have you completed your IRS income tax return or another tax return?
Will file

For 2015, what will be your tax filing status according to your tax return?
Single

PREVIOUS NEXT

NEED HELP? SAVE CLEAR ALL DATA VIEW FAFSA SUMMARY EXIT

Help and Hints

Student's 2015 Tax Return Filing Status Question 34

If you filed or will file a tax return, you must select your tax return filing status for 2015:

- Single
- Head of Household
- Married-Filed Joint Return
- Married-Filed Separate Return
- Qualifying Widow(er)
- Don't know

If you (and if married, your spouse) filed a 1040 or 1040A tax return, select the tax return filing status from the "Filing Status" field of your tax return.

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Melanie will file her taxes for 2014 and will be filing as single. Next, Melanie will input her tax information into the “Student Tax Information” page.

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Help [SEARCH]

Student Demographics | School Selection | Dependency Status | Parent Demographics | **Financial Information** | Sign & Submit | Confirmation

STUDENT

Student Financial Information

You indicated you "Will file" a 2015 tax return.

If your 2015 income is similar to your 2014 income, use your 2014 tax return to provide estimates for questions about your income. If your income is not similar, click **Income Estimator** for assistance estimating your adjusted gross income, and answer the remaining questions about your income to the best of your ability.

Once you file your tax return, you **must** correct your FAFSA, changing 1) your filing status from "Will file" to "Already completed," and 2) your estimated answers to the final amounts on your 2015 tax return. At that time, you may be eligible to use the IRS Data Retrieval Tool to transfer your tax return information into the FAFSA.

What income tax return will you file for 2015?
 IRS 1040A or 1040EZ

What was your adjusted gross income for 2015? This amount is found on IRS Form 1040A-line 21 or 1040EZ-line 4.
 \$ 1,200.00 [INCOME ESTIMATOR](#)

How much did you earn from working (wages, salaries, tips, etc.) in 2015? This amount is found on IRS Form 1040A-line 7 or 1040EZ-line 1.
 \$.00

[PREVIOUS](#) [NEXT](#)

Help and Hints

Student's 2015 Adjusted Gross Income
Question 36

If you use the IRS Data Retrieval Tool and transfer your information from the IRS into your FAFSA, the answer to this question will be pre-filled and identified as "Transferred from the IRS."

If the answer to this question is not pre-filled, enter the amount of your (and if married, your spouse's) adjusted gross income (AGI) in 2015.

If you filed a tax return (or if married, you and your spouse filed a joint tax

Now Melanie will provide her tax information. Let's say she earned \$1,200.00 by working part-time during the year. She will input that amount as her AGI.

Federal Student Aid Free Application for Federal Student Aid **FAFSA**

Student Demographics | School Section | Dependency Status | Parent Demographics | **Financial Information** | Sign & Submit | Confirmation

STUDENT

Student Financial Information continued

Enter the amount of your income tax for 2015. This amount is found on IRS Form 1040A-line 25 (25 minus line 30) or 1040EZ-line 10.
\$00

Enter your exemptions for 2015. This amount is found on IRS Form 1040A-line 60 or 1040EZ-see help & hints.
.....

Did you have any of the following items in 2015? Check all that apply and provide amounts.

Additional Financial Information

- American Opportunity Tax Credit or Lifetime Learning Tax Credit
- Child support paid
- Taxable earnings from work-study, Assistantships or Fellowships
- College grant and scholarship aid reported to the IRS
- Combat pay or special combat pay
- Cooperative education program earnings

Untaxed Income

- Payments to tax-deferred pension and retirement savings plans
- IRA deductions and payments to self-employed SEP, SIMPLE and Keogh
- Child support received
- Tax exempt interest income
- Untaxed portions of IRA distributions
- Untaxed portions of pensions
- Housing, food, and other living allowances paid to military, clergy, and others
- Veterans noneducation benefits
- Other untaxed income not reported such as workers' compensation or disability benefits
- Money received or paid on your behalf

As of today, what is your total current balance of cash, savings, and checking accounts?
\$00

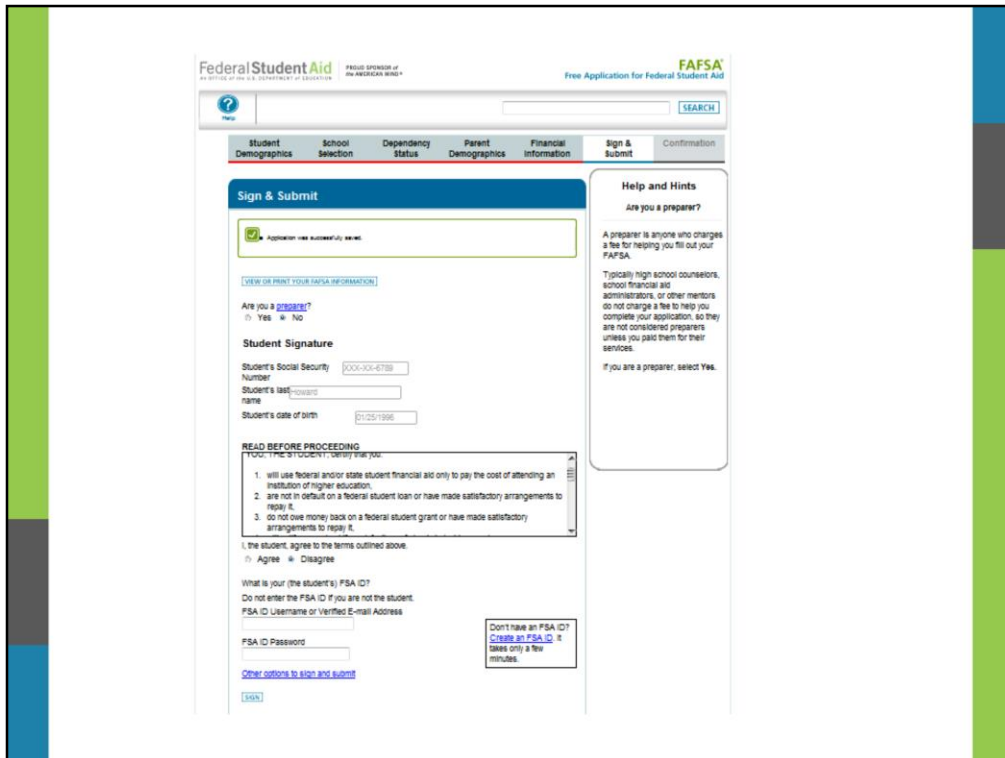
As of today, what is the net worth of your investments, including real estate (not your home)?
\$00

As of today, what is the net worth of your current businesses and/or investment firms?
\$00

[PREVIOUS](#) [NEXT](#)

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The same as for her parents, now we need to know about additional financial information, untaxed income and other assets Melanie might have. We'll indicate zero for all of these.



We're almost done! Now Melanie and her parent should read and sign the "Sign and Submit" page. She indicated Agree to the Terms of Agreement.

First, they will each need to input their FSA ID, and then click **Sign**.

NOTE: At the bottom of this screenshot, you will see that there is a link for other options to sign and submit. For example, one option is to print the signature page and mailed it to Central Processing System.

Parent Signature

Are you signing as the student's Parent 1 (father/mother/stepparent), or Parent 2 (father/mother/stepparent)?

Parent 1 (Father/Mother/Stepparent) Parent 2 (Father/Mother/Stepparent)

READ BEFORE PROCEEDING

By signing this application electronically using your Federal Student Aid PIN, username and password, and/or any other credential or by signing a signature page and mailing it to us, YOU, THE PARENT, certify that all of the information you provided is true and complete to the best of your knowledge and you agree, if asked:

1. to provide information that will verify the accuracy of your completed form
2. to provide U.S. or state income tax forms that you filed or are required to file.

I, the parent, agree to the terms outlined above.

Agree Disagree

What is your (the parent's) FSA ID?
Do not enter the FSA ID if you are not the parent.

FSA ID Username or Verified E-mail Address [Create an FSA ID](#)

FSA ID Password [Forgot Username](#)
[Forgot Password](#)

[Other options to sign and submit](#)

[PREVIOUS](#)

[NEED HELP?](#)

Updated: Sunday, January 24, 2010 [Download](#) [Close](#)

In this case, Melanie’s Dad, who is Parent 1, will sign the FAFSA using his assigned FSA ID. He indicated Agree to the Terms of Agreement.

NOTE: At the bottom of this screenshot, you will see that there is a link for other options to sign and submit. For example, one option is to print the signature page and mailed it to Central Processing System.

Parent Signature

Are you signing as the student's Parent 1 (father/mother/stepparent), or Parent 2 (father/mother/stepparent)?

Parent 1 (Father/Mother/Stepparent) Parent 2 (Father/Mother/Stepparent)

READ BEFORE PROCEEDING

By signing this application electronically using your Federal Student Aid PIN, username and password, and/or any other credential or by signing a signature page and mailing it to us, YOU, THE PARENT, certify that all of the information you provided is true and complete to the best of your knowledge and you agree, if asked:

1. to provide information that will verify the accuracy of your completed form
2. to provide U.S. or state income tax forms that you filed or are required to file.

I, the parent, agree to the terms outlined above.

Agree Disagree

What is your (the parent's) FSA ID?
Do not enter the FSA ID if you are not the parent.

FSA ID Username or Verified E-mail Address

[Create an FSA ID](#)

FSA ID Password

[Forgot Username](#)

[Forgot Password](#)

[Other options to sign and submit](#)

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The final step is for Melanie to click the **Submit My FAFSA Now** button at the bottom right hand side of the screen. Again, because this is a FAFSA Demo, no EFC will be produced for this test case. However, students that complete the FAFSA live will receive a “Confirmation” Page that will have their estimated EFC.

Her parent(s) should also obtain an FSA ID so they can electronically sign the FAFSA too. Please reference slide 11 on how to create a new FSA ID.

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SEARCH

Student Demographics | School Selection | Dependency Status | Parent Demographics | Financial Information | Sign & Submit | Confirmation

2016-2017 Confirmation Page

[PRINT THIS PAGE](#) Confirmation Number: F 0094262003 02/05/2016 12:39:58
Data Release Number (DRN): 9999

Congratulations, Melanie! Your FAFSA was successfully submitted to Federal Student Aid.

Does your brother or sister need to complete a FAFSA? If so, you can [transfer your parents' information into a new FAFSA](#) for your brother or sister to save time. Your parents will have to provide a signature again, but that's all.

What Happens Next

- In 7-10 business days, we will mail you a Student Aid Report (SAR) notifying you that your FAFSA was processed.
- Your FAFSA information will be made available to your school(s), and they will use it to determine the aid you may be eligible to receive.
- Your school(s) will contact you if they need more information or when they are ready to discuss your financial aid award.
- If you have questions about your financial aid package, contact your school(s).

School(s) on your FAFSA:

| School Name | Academic Year | Enrollment | Transfer | Address Information From School Website |
|---------------------------------|---------------|------------|----------|---|
| (THE) UNIVERSITY OF NEW ORLEANS | 34% | 69% | NA | NA |

Eligibility Information

Based on the [eligibility criteria](#), you may be eligible for the following:

- Estimated Expected Family Contribution (EFC)** = 999999
The EFC is a measure of how much you can contribute to the cost of your education. Schools use your EFC to determine your federal student aid eligibility.
- Pay Grant Estimate** - \$3,025.00
- Payoff Student Loans Estimate** - \$5,500.00
You may also be eligible to receive other federal, state, or institutional grants, scholarships, and/or work-study.

The EFC is **not** how much aid you will receive or how much you have to pay for college.

In addition, you should learn about [federal tax benefits for education](#), including the American Opportunity Tax Credit (AOTC).

You and your parent(s) indicated that you were going to file your taxes and were providing estimated 2015 tax information. Once you and your parents have filed your tax return, you must update the information you reported on the FAFSA to reflect the actual information from the 2015 tax return you and your parents filed. If you filed a federal tax return with the IRS, when you access your FAFSA online, you may be eligible to use the [IRS Data Retrieval Tool](#), which is the best and easiest way to provide accurate tax information. With just a few simple steps, you and your parents can view information from your IRS tax return and transfer that information directly into your FAFSA.

If you have questions, visit www.fafsa.gov and click the "Help" icon on the FAFSA home page.

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Privacy

Congratulations! Melanie has just submitted her 2015-2016 FAFSA! We highly encourage Melanie to print this "Confirmation" page.

FSAIC

The Federal Student Aid Information Center (FSAIC) operates a toll-free hotline to provide comprehensive assistance in English, as well as Spanish on:

- General information about federal student aid (Title IV programs);
- The FAFSA application (paper and online);
- FAFSA corrections;
- Student loan history

➤ 1-800-4-FED-AID (1-800-433-3243)

➤ www.StudentAid.gov

➤ www.FAFSA.gov

Hours:

Monday through Friday

8:00a.m. – 11:00p.m. ET

Extended hours may be available



Questions?