# **HOW TO COMPLETE** THE FAFSA

\*FAFSA = Free Application for Federal Student Aid

### STEP 1: CREATE FSA ID

To start the FAFSA process, go to **studentaid.gov/fafsa**. Click on Start Here, then create a FSA ID. The student and at least one parent should create a FSA ID. (Note: a Social Security Number is required for students. If the student does not have a Social Security Number, you will skip this step, and we recommend meeting individually with your counselor.)



#### **STEP 2: GATHER MATERIALS**

You will need the following materials to complete the FAFSA:

- Student's social security number
- Student's FSA ID
- Parent(s)' social security number, if applicable
- Parent's FSA ID\*
- 2021 Parent and Student Tax Returns
- 2021 W-2s
- Other 2021 records of money earned

## STEP 3: FILL OUT THE FAFSA FORM

Follow the steps in the video we've created! View at dsst.info/FAFSAHowTo23 A few things to note:

- Make sure to click "Submit" on the FAFSA form
- If you need to print your signature page for any reason, save as a PDF and email to your counselor
- You can order a tax transcript by calling 800-908-9946 (Optional)
- Monitor your email for verification that your FAFSA is complete and submitted

#### **STEP 4: CELEBRATE!**



Celebrate because you have finished the FAFSA! Your FAFSA information will be made avaliable to colleges/universities and they will use it to determine the aid you may be eligible to receive.



