Scan here for the links to this handout.	Scan or click here for more resources.	Scan or click here to sign up for more assistance.

FAFSA C/O 2022 Instructions

- [Who is eligible to complete the FAFSA?](#)
- If not eligible for FAFSA, [are you eligible for TASFA](#)? Click [HERE](#) for the TASFA application.

- What you need [to create your FSA ID](#) - Go to [fsaid.ed.gov](#) to create a FSA ID (Username and Password). Use a personal email account you will have access to after you graduate. NOT YOUR SCHOOL EMAIL.
- You will need to verify your FSA ID through this email. Keep this information in order to complete your FAFSA every year you are in college. You will only need to create your FSA ID once.
- ONE parent needs to create a FSA ID as well using a separate email account. If you have older siblings in college who have completed their FAFSA recently, your parent may have already created one. They may continue to use this same FSA ID.
- Go to [fafsa.ed.gov](#) and log into the school year you plan to apply for FAFSA funds.
  - For Class of 2022, you'll apply for 2022-2023 for your first year in college. Remember starting on October 1st you will complete the FAFSA again for each following year you're attending college.
  - Under "New to the FAFSA Process" click "Start Here."
- You will be asked to create a "Save Key" to access your application (similar to a password). See the information on the right hand side of the screen for more details. This is a password that your parent can use to log in to your FAFSA on your behalf.
- Complete the student information
  - Male students 18 years of age or older must register with the [Selective Service](#).
  - By selecting "Register Me" on your FAFSA, you will be automatically registered once you reach 18.
  - [Who is my parent on the FAFSA](#)?
  - [Do I need to provide my parent's information?](#)
  - Include up to 10 colleges where you want your FAFSA information sent for the next school year.
- Parents will complete the parent information section.
  - Will require parents' 2020 tax information
  - Parents may be eligible to use the [IRS Data Retrieval Tool](#), which will complete most of the required tax information on the FAFSA for you. By using the IRS DRT, you are less likely to be selected for verification.
- Check for errors. Call FAFSA if you have any technical difficulties or have questions about tax information, etc. 1-800-4-FED-AID/1-800-433-3243
- Submit your FAFSA by providing your FSA ID and parent's FSA ID as an electronic signature.
- You should receive a copy of your confirmation page via email. Once it is processed successfully, you will receive your Student Aid Report (SAR).
- You can log back into your FAFSA by going to "Returning User?" and clicking "Log in." You can log in to make corrections to your FAFSA and/or update your school list.

Sibling Transfer: If you have siblings already in college, look for the "transfer your parents' information into a new FAFSA" hyperlink on the confirmation page. Make sure you have your pop-up blocker turned off before you click the link. Have the sibling's FSAID ready to make sure this process goes smoothly.

Click [HERE](#) to submit proof of your FAFSA submission.

Proof of your submission needs to be a screenshot of the Student Aid Report (SAR) or a screenshot of your submission email. It must include your name or email with your name in it and the words "Processed Successfully." Feel free to mark out any other private information. [Examples of acceptable proof.](#) An Opt-Out form will be available soon for those wishing to opt-out.