

START UP TO A YEAR IN ADVANCE

File as soon as possible after October 1st.
Know your school(s) deadlines – they may be sooner than you think.

FILE THE FAFSA

800-441-2962

option #4

the ACPE
Success
Center

① TO START - DETERMINE YOUR DEPENDENCY STATUS (SEE PAGE 4)

② CREATE AN FSA ID @ WWW.FSAID.ED.GOV (YOUR FAFSA LOGIN & DIGITAL SIGNATURE)

Every student (and for dependent students, one parent) needs to create an FSA ID. Each FSA ID needs to be linked to its own email address. A parent can use the same FSA ID for multiple children.

- Provide an email address (each FSA ID requires a unique email address) and create your username and password
Note: the password must be a minimum of 8 characters that include an uppercase, lowercase, special character, and number.
- Enter personal information (address, phone number, SSN, date of birth)
- Complete the four challenge questions and answers
- Check your email &/or mobile phone; copy/paste the verification code sent to you to confirm your email &/or mobile phone

③ GATHER YOUR DOCUMENTS

FOR BOTH THE STUDENT & PARENT OR SPOUSE (IF APPLICABLE):

- Social security numbers
- Prior-prior year's (PPY) tax info (such as IRS 1040, 1040A, or 1040EZ)
- Prior-prior year's (PPY) untaxed income records (social security, Temporary Assistance for Needy Families (TANF), child support received, interest income, or veterans noneducation benefits)
- Information on cash, savings, and checking account balances
- FSA ID

FOR THE STUDENT ONLY:

- Driver's license or state-issued ID (if available)
- Alien registration card (if not a U.S. citizen)

ProTip

WHAT IS PRIOR-PRIOR YEAR (PPY)?

Prior-Prior Year (PPY) is tax information from two years ago.

For example, a high school senior planning to enroll in college or career training in Fall 2019 will file their FAFSA using tax information from 2017.

FILE THE FAFSA



THE IRS DATA RETRIEVAL TOOL - *the best way to provide tax information. Most filers can use this tool to retrieve tax information automatically. Ensure the address you put into the IRS Data Retrieval Tool is exactly the same as on your tax return.*

4 COMPLETE THE FAFSA @ FAFSA.ED.GOV

- Follow the prompts to complete your FAFSA
Look to the "Help & Hints" section on each screen for more information
- Use FSA ID(s) to sign and submit the FAFSA electronically (or print, sign & mail your signature page)
- Print and save your confirmation page; also emailed directly to the student
- Save copies of all documents you used to complete the FAFSA

5 REVIEW YOUR STUDENT AID REPORT (SAR)

You should receive your SAR via email in 3-10 business days.
If you did not provide a valid email address, you will receive it by mail within 3 weeks of filing.

- Locate your Expected Family Contribution (EFC) in the upper right corner of your SAR
- Review your SAR for accuracy
- Make corrections or supply additional information (if applicable) to your processed FAFSA according to the update process detailed in this document
- If you update your FAFSA with changes/additional information, notify the Financial Aid office at the school(s)
- If you have special circumstances (such as changes in your family's financial situation), contact your school's Financial Aid office
- If applicable, provide your school with the necessary documentation of your special circumstances

6 REVIEW YOUR AWARD LETTERS

Shortly after you receive your SAR, school(s) listed on your FAFSA will send an award letter; many award letters are now issued via email. Award letters provide a financial aid "award package," explaining any financial aid available to the student if they attend that institution. Awards might include a combination of grants, scholarships, work-study, and loans.

- Compare award letters from different schools using the Award Letter Comparison Tool - www.finaid.org/calculators
- Act on each award letter – notify the school if you accept all or part of the award package, or decline it
- Know your response deadline(s): _____
- Register for an Alaska Student Aid Portal (ASAP) account at ACPE.ALASKA.GOV/ASAP to track your eligibility status for the Alaska Education Grant, and, if you are a recent high school graduate, the Alaska Performance Scholarship

Your initial financial aid award letters may not reference these programs, even if you do qualify. Be sure to check your eligibility/award status regularly for updates and any required actions you may need to take, such as accepting your award, to ensure the timely availability of your funding through your school's Financial Aid office.



ADDITIONAL APPLICATIONS

Some schools may also require a school financial aid application or the CSS Financial Aid Profile. Make a note of deadlines and be sure to submit all requested information timely.



WHAT'S AN EFC?

The EFC is a number used by your school to calculate how much financial aid you are eligible to receive based on your family's financial situation, as reported on the FAFSA. It is not necessarily the amount of money your family will have to pay, nor is it the amount of federal student aid you will receive.

FILE THE FAFSA

UPDATE YOUR INFORMATION (IF APPLICABLE)

You can update your FAFSA information 2-3 business days after you submit your FAFSA. For example, if you made a mistake or need to add schools you did not originally list on your FAFSA, simply log back on and submit your corrections. For tax information, if you selected the “will file” option on your FAFSA, you must update your financial information after you file. Notify school(s) if you update your FAFSA.

VERIFY YOUR INFORMATION (IF REQUESTED)

Schools are asked to verify the information reported on the FAFSA for approximately 30% of all applicants. It is important to provide any requested information timely, to ensure you can receive financial aid. Use the IRS Data Retrieval Tool to reduce the likelihood of being selected for verification.

- If selected, submit the requested information by the verification deadline: _____
- Keep copies of all documents used to complete your FAFSA in case you’re selected for verification

ProTip

MISSING AWARD LETTER?

Contact your school to confirm other needed information.

ProTip

“HELP & HINTS” SECTION

If you are confused by any of the questions on the FAFSA, you can find specific information in the “Help & Hints” section, located on the right side of the computer screen.

ProTip

GRANTS, SCHOLARSHIPS, & LOANS

Grants and scholarships are gift funds that do not need to be paid back. Loans are funds that will need to be paid back with interest.

Important “.gov” websites:

FSAID.ED.GOV – to create an FSA ID

FAFSA.ED.GOV – to complete the FAFSA

STUDENTAID.ED.GOV – detailed information on financial aid

APS.ALASKA.GOV – learn about the AK Performance Scholarship

ACPE.ALASKA.GOV – information on resources available to students

FILE THE FAFSA

WHAT IS YOUR DEPENDENCY STATUS?

To complete the FAFSA, you will need income and identification information for yourself, your spouse (if applicable), and, if you are considered a dependent student, for your parents. Answer all the questions in the table below to assist in determining your dependency status.

Independent students are not required to provide parent information on the FAFSA. Visit the following link for further information about FAFSA dependency status: studentaid.ed.gov/sa/fafsa/filling-out/dependency

YES	NO	
		Are you 24 years old or older?
		Are you married? (If yes, you will need to provide spouse info.)
		Will you be working on a master's or doctorate program this year?
		Are you currently on active duty in, or a veteran of, the U.S. Armed Forces?
		Do you have children or other dependents who live with you and receive more than half of their support from you?
		At any time since you turned age 13, were both your parents deceased, were you in foster care, or were you a dependent or ward of the court?
		Are you or were you an emancipated minor or in a legal guardianship? (determined by the court)
		Are you or were you within the past few years homeless, or self-supporting and at risk of being homeless?



If you can answer "Yes" to any of the questions in the table above, you may be considered an independent student. Independent students do not need to include parent info. If you answered "No" to all questions, you are a dependent student and are required to provide parent information and one parent will need to create an FSA ID.

ProTip WHO IS CONSIDERED A "PARENT"?

Dependent students need to provide information for birth parents, adoptive parents, and step-parents. If your parents are married or living together, provide both their information. If you live with one parent, you need to provide only the information for the parent you live with most. If that parent is remarried, you also need their spouse's information. Unless they have legally adopted you, grandparents, foster parents, legal guardians, older brothers or sisters, and uncles or aunts are not considered parents and their information does not need to be provided.

ProTip CAN'T PROVIDE PARENT INFO?

If you are a dependent student with a special circumstance that prevents you from providing parental information, you may still submit your FAFSA. However, your FAFSA will be considered incomplete. You must contact the Financial Aid office at your school and provide them with documentation to verify your situation. For more information, visit

studentaid.ed.gov/sa/fafsa/filling-out/dependency#no-parent-support

