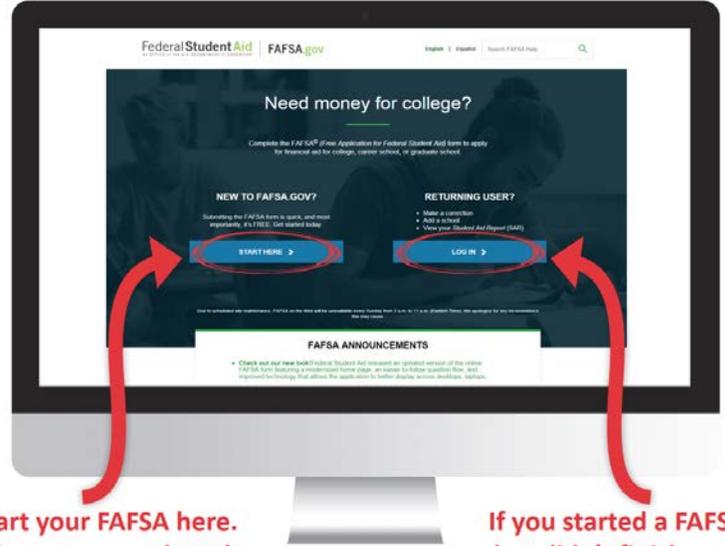
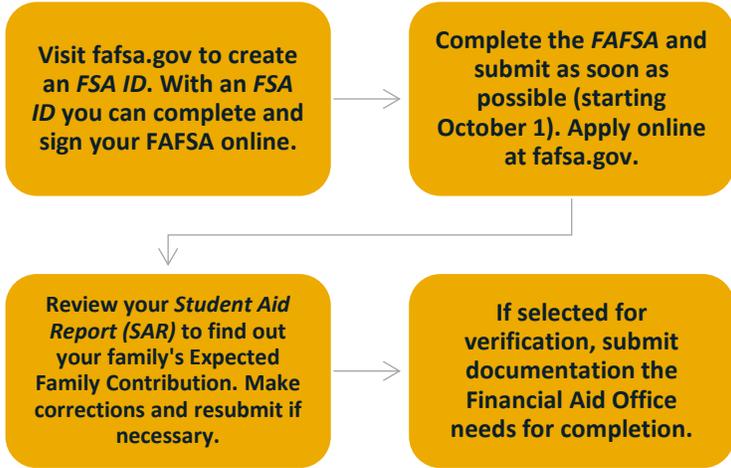


## Financial Aid Application Process



Start your FAFSA here. Make sure you select the FAFSA for the correct year.

If you started a FAFSA but didn't finish, you will go here.

## What you will need:

**Personal Information for Student**

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

**STUDENT INFORMATION** ← Tells whose information

Because the FAFSA belongs to the student, "you" and "your" always (unless otherwise noted) refer to the student.

Your last name: Dependent HELP → ?

Your first name: Student ?

Your middle initial: ?

Your Social Security Number: ?

Your date of birth: 02/09/1999 Goes to next screen → ?

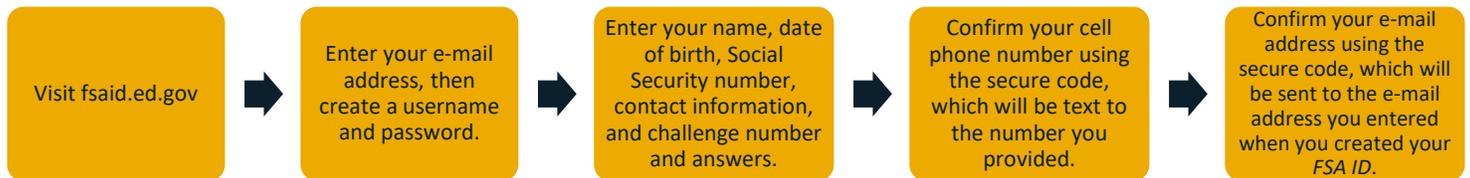
PREVIOUS NEXT

- FSA ID for **both** the student and the dependent student's parent/guardian.
- Your Social Security number.
- Your alien registration number (if you are not a U.S. citizen).
- Your 2019 federal income tax returns, W-2s, and other records of income earned.
- Bank statements and records of investments (if applicable).
- Records of untaxed income (if applicable).
- Parent date of birth, Social Security number, marital status, and date parent was married, divorced, or widowed.

**Need help? Call 903.923.2138**

# Federal Student Aid ID

Use your FSA ID to confirm your identity to access your financial aid information and electronically sign your federal student aid documents, including the FAFSA.



Keep track of your FSA ID since you will use it frequently throughout the federal student aid application process each year.

#### Tip for this step:

You will be required to set two challenge questions on your own. Examples: mother's/father's middle name, high school name or mascot, city of birth.

## Are you dependent or independent?

If you answer "Yes" to any question below, you are considered an independent student.

- Were you born before January 1, 1997?
- As of today, are you married? (Answer "Yes" if you are separated but not divorced).
- At the beginning of the 2021-2022 school year, will you be working on a master's or doctoral degree (such as an MA, MBA, MD, JD, PhD, EdD, or graduate certificate, etc.)?
- Are you currently serving on active duty in the U.S. Armed Forces?
- Are you a veteran of the U.S. Armed Forces?
- Do you now have or will you have children **who will receive more than half of their support from you between July 1, 2021, and June 30, 2022?**
- 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, 2022?**
- **At any time since you turned age 13** were both of your parents deceased, or were you in foster care, or were you a dependent or ward of the court?
- As determined by a court in your state of legal residence, are you now or were you, upon reaching the age of majority, an emancipated minor (released from control by your parent or guardian)?
- As determined by a court in your legal state of residence, are you now or were you, upon reaching the age of majority, in legal guardianship (of someone other than your parent or stepparent)? Note: Custody is different from guardianship.
- At any time on or **after** July 1, 2020, did your high school or school district homeless liaison, the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development, the director of a runaway or homeless youth basic center, or transitional living program **or** a college financial aid administrator determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

## Notes

---

---

---

## Whose information do I use?

The intent of the FAFSA is to get an idea of your household income. Use the guide on page 2 to determine if you are a dependent student. Use this guide to figure out which parent's information to include.

- Are your parents married to each other? If yes, then report information for both parents on the FAFSA.
- Do your parents live together? If yes, then report information for both parents on the FAFSA, even if they were never married, are divorced, or are separated.
- Do you live with one parent more than the other over the past 12 months?
  - If yes, then report information on the FAFSA for the parent you lived with more. **Also, if this parent remarried**, you will need to report information for their spouse on the FAFSA even though he or she may not be responsible for your college costs.
  - If no, then report information on the FAFSA for the parent who provided more financial support over the past 12 months or in the last year you received support. Also, if this parent is remarried, you will need to report information for their spouse on the FAFSA.
- Are you married? If yes, report your spouse's income.
- Are you 24 or older? Use only your income unless you are married.

The following people are **NOT** your parents **UNLESS** they have legally adopted you:

- Widowed stepparents
- Grandparents
- Foster parents
- Legal guardians
- Older brothers or sisters
- Aunts or uncles

## IRS Data Retrieval Tool

Use the IRS Data Retrieval Tool to complete income tax information:

- Click "Link to IRS" in the Financial Information section of FAFSA.
- Enter the parent's FSA ID and password that will be used.
- Review the information displayed and select the "Transfer My Information into the FAFSA" option.  
**Note: Be sure to enter your address exactly as it appears on the tax return.**
- Do not change any data transferred from the IRS.
- The student will repeat the same process in the student income section, if taxes were filed.

The screenshot shows the 'Parent Tax Filing Status' section of the FAFSA application. The progress bar at the top indicates that 'Student Demographics', 'School Selection', 'Dependency Status', and 'Parent Demographics' are completed, while 'Financial Information' is the current step. Below the progress bar, a message states 'Application was successfully saved.' An attention box follows, stating: 'Attention! You must provide financial information from your parents' 2017 tax return on the following pages.' Three questions are listed: 'For 2016, have your parents completed their IRS income tax return or another tax return?' (dropdown: 'Already completed'), 'For 2016, what is your parents' tax filing status according to their tax return?' (dropdown: 'Married-Filed Joint Return'), and 'Did your parents file a Puerto Rican or foreign tax return for 2016?' (radio buttons: 'Yes', 'No'). Below these questions is the 'IRS Data Retrieval Tool' section, which includes the text: 'Applying is faster and easier if your parents transfer their tax return information into this FAFSA with the IRS Data Retrieval Tool (IRS DRT):'. A red arrow points to a 'LINK TO IRS' button, with the text 'Very important. Don't skip!' written below it. At the bottom right, there are 'PREVIOUS' and 'NEXT' navigation buttons.

For more information go to [www.ed.gov](http://www.ed.gov)

# Helpful Hints

## Assets

- 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 (over 100 employees); investment farms; other investments, such as real estate (other than the home in which you live); UGMA and UTMA accounts for which you are the owner; stocks, bonds, certificates of deposit, etc.
- Assets do not include: the home and farm where you live; UGMA and UTMA accounts for which you are the custodian but not the owner; value of life insurance; retirement plans (401[k] plans, pension funds, annuities, non-education IRAs, Keogh plans, etc.).

## Communication

- Use a personal e-mail (not school) that you check often for the FSA ID and the FAFSA. You will receive IMPORTANT information and instructions via email.

## Data Security

- Always log in with an FSA ID and not personal identifiers to reduce the margin of error.
- Keep track of all usernames and passwords in a safe, secure place. You will need your FSA ID every year you complete a FAFSA, as well as to log in to all Department of Education websites.

## First-year college students

- The grade level for high school seniors and first-year students will be, “Never attended college and first-year undergraduate” even if you have taken AP or dual credit courses.
- The question, “What degree or certificate will you be working on when you begin the 2021-2022 school year?” is referring to the category or type of program and NOT college major. Refrain from choosing, “Other/Undecided.” **First-year college students will not be in a graduate program.**

## Important Information

- Name and Social Security number need to match what is on your Social Security card.
- Tax filers **should** use the **Data Retrieval Tool** to transfer income information from the IRS to the FAFSA if possible (both student and parent).
- Look for a confirmation page and review as an indicator the FAFSA was submitted correctly.

## Website Navigation

- To get clarification and guidance for each data field, click on the question mark next to each data box to show HELP text.
- The top of the screen will indicate whose information is needed on that page. It will say either STUDENT or PARENT. When the FAFSA says “you,” it is referring to the student (not the parent).
- Make sure you select the correct form. High school seniors graduating in 2021 will need to complete the 2021-2022 FAFSA.

## Verification Process

Colleges are required to verify the information provided on some FAFSAs. Most people selected for verification are picked at random. If you are selected for verification, you will be contacted by the Financial Aid Office. **If selected for verification, DO NOT PANIC. YOU HAVE DONE NOTHING WRONG!** But do not delay. It is important to complete verification as soon as you are notified so there are no delays with your financial aid awarding.

## Special Conditions

The 21-22 FAFSA is based on your 2019 tax return income. If you experienced a significant financial change such as a loss of job, divorce/separation, death, etc. then you may be eligible for a recalculation of your aid eligibility. Contact the ETBU Financial Aid Office for more information on this possibility, and to learn about the supporting documents required for this process.

**For more information about college planning services and financial aid programs available to ETBU students, please call 903.923.2138 or visit ETBU.edu.**