College Now
Greater Cleveland

Preparing to Complete the FAFSA

Obtain an FSA ID:

1. Go to https://fsaid.ed.gov

2. Select "Create FSA ID".

3. Fill-in the required information, including birth date and social security number. Make sure the name you use here matches the name on your social security card.

4. **BOTH** student and parent need an FSA ID username and password.

What information will I need to complete the FAFSA?

1. FSA ID username and password for the student and parent,

2. One of the following:

   a. FSA ID and password to use the IRS Data Retrieval Tool*

   b. 2016 income tax returns or W-2 forms for student and parents.

3. Balance of all checking and savings accounts for parents and students.

4. Balance of all investment accounts for parents and students.

*If you are married filed jointly, the IRS Data Retrieval Tool allows you to copy your e-filed tax return information directly into the FAFSA. This decreases your likelihood of being selected for verification.

Completing the FAFSA

1. Go to www.fafsa.gov

2. Click on "Start A New FAFSA".

3. Enter the STUDENT'S FSA ID and password to start the application.

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I submitted my FAFSA. Now what?

1. You will receive a confirmation page immediately after submitting your FAFSA stating that your FAFSA has been submitted. This will provide you with an estimate of federal grant and federal loan awards.

2. You will receive an email confirmation immediately after submitting your FAFSA stating that your FAFSA has been submitted. This will provide you with an estimate of federal grant and federal loan awards.

3. You will receive a confirmation e-mail 3-5 days after submitting your FAFSA stating that your FAFSA has been processed. At this time, each college to which you submitted your FAFSA will receive your information and begin developing a financial aid award based on it.

4. If your and/or your parents' adjusted gross income or family circumstances have changed since filing your 2016 taxes, contact each of your college's financial aid departments to complete a "Special Circumstances Appeal."

a. Watch your e-mail for requests for *verification* from one or more of the colleges that accepted you. Complete all of the paperwork promptly and return to the colleges.

5. Watch for Financial Aid Award Letters from each of the colleges you added to your FAFSA. Most will appear on each college's student portal. If you need help deciphering these Award Letters, contact your College Now advisor at your school or in the Resource Center.

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