

FILE THE FAFSA QUICK GUIDE

800-441-2962
OPTION #4

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.

the ACPE
Success
Center

1 TO START — DETERMINE YOUR DEPENDENCY STATUS

2 CREATE AN ACCOUNT @ [STUDENTAID.GOV/FSA-ID/CREATE-ACCOUNT/](https://studentaid.gov/fsa-id/create-account/)

Every dependent student and one parent (must be a parent, no other relative or guardian) needs to create an account (FSA ID). Each account needs to be linked to its own email address. A parent can use the same account for multiple children.

- Provide an email address that is checked regularly (once an email is used by one account, it cannot be used for another account). Create your username and password. (NOTE: the password must be a minimum of 8 characters that include an uppercase, lowercase, special character, & 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. In some cases the email verification code can take up to 24 hours to receive. Keep checking! It's best to create an account at least 24 hours before filling out the FAFSA.



3 GATHER YOUR DOCUMENTS

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

- Social security numbers
- Prior-prior year's (PPY) tax info (IRS Form 1040 and Schedules for Form 1040), and corresponding W-2's
- Prior-prior year's (PPY) untaxed income records (social security, Temporary Assistance for Needy Families (TANF), child support received, interest income, or veterans benefits records)
- Information on cash, savings and checking account balances, investments (stocks, bonds, 529 college savings plans for all children), and real estate
- Account (FSA ID) login information

FOR THE STUDENT ONLY:

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

4 COMPLETE THE FAFSA @ [STUDENTAID.GOV](https://studentaid.gov)

- Follow the prompts to complete your FAFSA
- Use your account (FSA ID) to sign and submit the FAFSA electronically (or print, sign, and 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



WHAT IS PRIOR-PRIOR YEAR (PPY)?

Prior-Prior Year (PPY) is tax information two years from the academic year the student plans to attend college/training.

For example, a high school senior planning to enroll in college or career training in Fall 2023 will file their FAFSA using tax information from 2021.



DON'T FORGET YOUR LOGIN INFO —

STUDENT ACCOUNT (FSA ID)

VERIFIED EMAIL: _____

USERNAME: _____

PASSWORD: _____

PARENT ACCOUNT (FSA ID) — IF DEPENDENT STUDENT

VERIFIED EMAIL: _____

USERNAME: _____

PASSWORD: _____

5 REVIEW YOUR STUDENT AID REPORT (SAR)

You should receive your SAR via e-mail 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 described in this folder
- 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.

Not all financial aid may be listed on the award letter. Some grants and scholarships may come at a later time. It's best for the student to keep checking emails for financial aid awarded in the late Spring of each academic year.

- Compare award letters from different schools using the Award Letter Comparison Tool: www.finaid.org/calculators
- Act on each award. This is usually done by logging into the student's online account with the school to accept or decline awards in the Financial Aid section.
- Some grants and scholarships are awarded on a first–come first–served basis. Know your deadlines to accept or decline.
DEADLINES: _____
- 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.

Pro Tip

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.

Pro Tip

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

IMPORTANT “.GOV” WEBSITES —

STUDENTAID.GOV/FSA-ID/Create-Account/Launch
To create account (FSA ID)

STUDENTAID.GOV
To complete the FAFSA

APS.ALASKA.GOV
Learn about the Alaska Performance Scholarship (APS)

ACPE.ALASKA.GOV
Info on resources available to Alaska students

ACPE.ALASKA.GOV/AlaskaFAFSACompletion
Learn more about FAFSA Completion resources available across Alaska



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Need additional help?

CONTACT THE ACPE SUCCESS CENTER AT:
ACPE.ALASKA.GOV/SUCCESSCENTER

800-441-2962 OPTION# 4
OR IN JUNEAU 907-465-2962