

## 2018-2019 FAFSA Completion Guide

### 1. Create the Student FSA ID - <https://studentaid.gov/npas/index.htm>

**\*Click on "Create an FSA ID"**

Email address (personal email) \_\_\_\_\_

Username \_\_\_\_\_

Password \_\_\_\_\_

Question 1 \_\_\_\_\_

Answer \_\_\_\_\_

Question 2 \_\_\_\_\_

Answer \_\_\_\_\_

Question 3 (you create) \_\_\_\_\_

Answer \_\_\_\_\_

Question 4 (you create) \_\_\_\_\_

Answer \_\_\_\_\_

Question 5 - Significant Date - \_\_\_\_\_

### 2. Create the Parent FSA ID - <https://studentaid.gov/npas/index.htm>

**\*Click on "Create an FSA ID"**

Email address (personal email) \_\_\_\_\_

Username \_\_\_\_\_

Password \_\_\_\_\_

Question 1 \_\_\_\_\_

Answer \_\_\_\_\_

Question 2 \_\_\_\_\_

Answer \_\_\_\_\_

Question 3 (you create) \_\_\_\_\_

Answer \_\_\_\_\_

Question 4 (you create) \_\_\_\_\_

Answer \_\_\_\_\_

Question 5 - Significant Date - \_\_\_\_\_

**3. Start a New FAFSA – <https://fafsa.ed.gov>**

**\*Click on “Start A New FAFSA”**

Enter the student’s FSA ID to create a new FAFSA

FSA ID Username

FSA ID Password

**Start 2018-2019 FAFSA**

**FAFSA Save Key (any word or combination of numbers)** \_\_\_\_\_

**Student Demographics Page**

1. Middle Initial \_\_\_\_\_
2. Male or Female \_\_\_\_\_
3. Permanent Mailing Address \_\_\_\_\_
4. Have you lived in Arizona for at least 5 years? \_\_\_\_\_
5. Telephone Number \_\_\_\_\_
6. Personal Email Address \_\_\_\_\_
7. Marital Status \_\_\_\_\_
8. Driver’s license information \_\_\_\_\_
9. Are you a US Citizen? \_\_\_\_\_
10. Are you registered with the Selective Service System?
11. What will your high school completion status be when you begin college in the 2018-19 school year? **High School Diploma**
12. What will your college grade level be when you begin the 2018-19 school year? **Never attended college/1<sup>st</sup> yr**
13. What degree or certificate will you be working on when you begin the 2018-19 school year?
14. Are you interested in being considered for work-study?
15. Will you have your first bachelor’s degree before you begin the 2018-19 school year? **No**
16. Are you a foster youth or were you at any time in the foster care system?
17. Highest school completed by Parent 1?
  - a. Middle School / High School / College or beyond / Other or Unknown
18. Highest school completed by Parent 2?
  - a. Middle School / High School / College or beyond / Other or Unknown
19. What is the name of your high school? \_\_\_\_\_
20. In what city is your high school located? \_\_\_\_\_
21. In what state is your high school located? \_\_\_\_\_
  - a. CONFIRM and choose your school from the provided list

**School Selection**

Choose the schools that you would like to receive your FAFSA information

Choose your Housing Plans for each selected school

## Dependency Status

This section helps to determine if a student is Dependent – most students are dependent

1. Were you born before January 1, 1995? **No**
2. As of today, are you married? \_\_\_\_\_
3. At the beginning of the 2018-19 school year, will you be working on a master's or doctorate program?  
\_\_\_\_\_
4. Do you now have or will you have children who will receive more than half of their support from you between July 1, 2018 and June 30, 2019? \_\_\_\_\_
5. 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, 2018? \_\_\_\_\_
6. Are you currently serving on active duty in the US Armed Forces for purposes other than training?  
\_\_\_\_\_
7. Are you a veteran of the US Armed Forces? \_\_\_\_\_
8. 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? \_\_\_\_\_
9. As determined by a court in your state of legal residence, are you or were you an emancipated minor?  
\_\_\_\_\_
10. Does someone other than you parent or stepparent have legal guardianship of you, as determined by a court in your state of legal residence? \_\_\_\_\_
11. On or after July 1, 2017, were you homeless or were you self-supporting and at risk of being homeless?  
\_\_\_\_\_

The next page will share the Dependency Status Results and if you are determined to be a "Dependent Student" then you click "I will provide parental information".

## Parent Demographics

1. Marital Status for legal parents
  - a. Married (mm/yyyy) \_\_\_\_\_
  - b. If divorced/separated, enter the month/year of that status (mm/yyyy) \_\_\_\_\_
2. Which parent's information will be provided – choose either mom or dad if parents are married, choose whomever you spend most of the time with, if divorced/separated.
3. If married, provide both parents' info, otherwise the parent you live with most:
4. Parent's: SSN \_\_\_\_\_ / last name \_\_\_\_\_ / first initial \_\_\_\_\_  
/date of birth \_\_\_\_\_ / email address \_\_\_\_\_
5. Parent's: SSN \_\_\_\_\_ / last name \_\_\_\_\_ / first initial \_\_\_\_\_  
/date of birth \_\_\_\_\_ / email address \_\_\_\_\_
6. Have the parents lived in Arizona for at least 5 years?
7. Household size \_\_\_\_\_
8. Number of people in household attending college next year \_\_\_\_\_

**Financial Information**

1. For 2016, has your parents completed his/her IRS income tax return or another tax return?
  - a. Already Completed / Will File / Not Going to File
2. For 2016, what is your parent’s tax filing status according to his/her tax return?
  - a. Single / Head of Household / Married - Filed Joint Return / Married – Filed Separate Return / Qualifying Widow(er)
  
3. What type of income tax return did your parent file for 2016?
  - a. IRS 1041 / IRS 1040A/1040EZ / Foreign Tax Return / A tax return with Puerto Rico, a US Territory, or a Freely Associated State
4. What was the adjusted gross income for 2016? (IRS Form 1040-line 37) \_\_\_\_\_
5. How much did your parent earn from working (wages, salaries, tips, etc.) in 2016? (IRS Form 1040 lines 7+12+18) \_\_\_\_\_
6. As of today, is your parent a dislocated worker? \_\_\_\_\_
7. Does your parent receive any benefits from (circle those that apply): Medicaid, Supplemental Security Income (SSI), Supplemental Nutrition Assistance Program (SNAP), Free or Reduced Price School Lunch, Temporary Assistance for Needy Families (TANF), Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), None of the Above

**The student will provide his/her financial information, as well, if a 2016 IRS income tax return was filed.**

**Sign & Submit**

**BOTH the student AND the parent must sign and submit the FAFSA using their FSA IDs**

Are you a preparer? NO

STUDENT SIGNATURE

I, the student, agree to the terms outlined above. AGREE

**CLICK SIGN**

PARENT SIGNATURE

I, the parent, agree to the terms outlined above. AGREE

**CLICK SIGN**

**Parent MUST enter their FSA ID and password**

**CLICK SUBMIT ON THE BOTTOM RIGHT OF THE PAGE!**