

How to Fill Out the FAFSA

1. Create an FSA ID.

- **Student:** Go to <https://fsaid.ed.gov> and create your ID. Use an email address that you know you will continue to have access to in the future. Keep your username and password written down somewhere safe as you will need them every time you complete your FAFSA.
- **Parent:** If the student is considered “Dependent” for FAFSA purposes, at least one parent will need to create an FSA ID as well.
- **Make sure you keep your FSA ID and password private.** Parents should not know the student’s, and vice versa.

2. Start the FAFSA.

- Visit www.FAFSA.ed.gov and click “START HERE.”
- **Student:** Select the option that says “I am the student” and click next.

- Select the appropriate academic year to complete:
 - **2020-2021** if you will be attending college between July 1, 2020 and June 30, 2021
 - **2021-2022** if you will be attending college between July 1, 2021 and June 30, 2022
- Create a “Save Key.” This is a temporary password that allows you and your parent(s) to “pass” the FAFSA form back and forward. It also allows you to save the FAFSA form and return to it later.
- **Parent:** You will use the option that says “I am a parent, preparer, or student from a Freely Associated State” when you log in to answer the parent questions. You will need to know the “Save Key” that your student created.

3. Fill out the Student Demographics section.

- This is information such as your name, date of birth, etc. If you have completed the FAFSA previously, a lot of your personal information might already be filled out for you. Be sure to check it for accuracy.

4. List the schools to which you are applying to.

- Make sure you add *every school that you are considering attending, even if you haven't applied or been accepted yet.* You can add up to 10 schools at a time.
- OC’s Federal School Code = 003784

5. Answer the Dependency Status questions.

- These questions determine whether you are considered Dependent or Independent for financial aid purposes. The dependency guidelines are set by Congress and *are different than what is used by the*

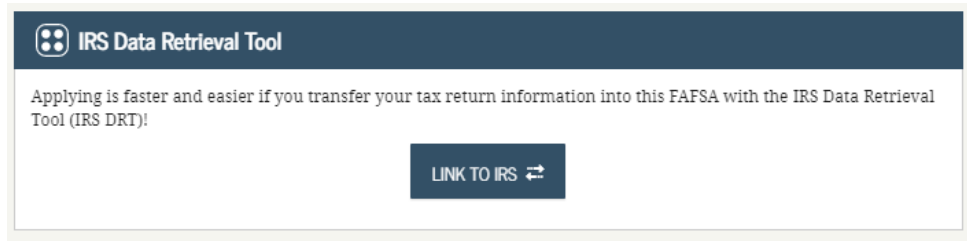
Internal Revenue Service (IRS). Even if you live on your own, support yourself, and file your own taxes, you may still be considered a Dependent student. If you are determined to be a Dependent student, you will be required to report information about your parents in the next section. If you are an Independent student, you can move onto step 7.

6. Fill out the Parent Demographics Section.

- If you are a Dependent student your parent can help you fill this section out, or they can log in and complete it themselves.

7. Supply your financial information.

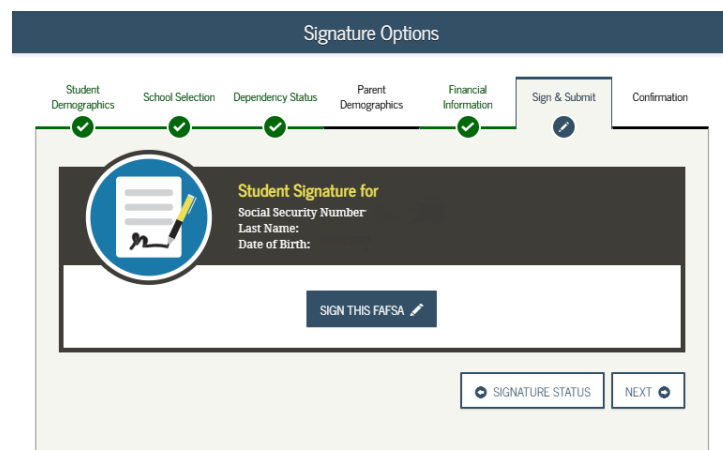
- This is where you and your parent(s) (if applicable) will provide your financial information. If possible you will want to utilize the IRS Data Retrieval Tool. To do so, click the link that says “Link to IRS” and follow the directions. Your tax information will be transferred directly onto your FAFSA.



- If you cannot use the Data Retrieval Tool then you will need to enter your tax information manually.
 - 2020-2021 will use your **2018 tax information.**
 - 2021-2022 will use your **2019 tax information.**

8. Sign and submit your FAFSA form.

- Your FAFSA is not considered complete until you (and your parent if you are a Dependent student) sign it. If you are already logged in using your FSA ID, then all you will need to do is read the Terms of Service, click “I Agree”, and then click “Sign This FAFSA.”



- Parents will need to read the Terms of Service, click “I Agree,” and then sign using their FSA ID and password.
- If you and/or your parent are unable to sign the FAFSA electronically using an FSA ID, you can mail in a signature page. From the sign and submit page, select “Other options to sign and submit” and then choose “Print a Signature Page.” Note that submitting a signature page will take longer to process than signing electronically.