**To complete the 2020-2021 FAFSA: Go to** [**www.fafsa.gov**](http://www.fafsa.gov)

**You must complete a Federal Student Aid ID (FSA ID) before filing your FAFSA**

**To Create a FSA ID**: <https://studentaid.ed.gov/sa/fafsa/filling-out/fsaid> Click: **Create your FSA ID now**.

You must have a unique e-mail address. DO NOT use your SCS email address; use personal email addresses for all college-related applications. Create a unique User ID and PW (follow the requirements). Follow the remaining steps to validate your FSA ID. (**WRITE YOUR USERNAME AND PASSWORD DOWN; you file FAFSA every year you’re in college and will need your username and password)**

**Dependent Students and Parent must have a separate e-mail, phone number and FSA ID.**

To File your FAFSA go to [www.FAFSA.gov](http://www.FAFSA.gov)

* Click large blue button; New to FAFSA.gov or Returning User, next screen select “I AM THE STUDENT”
* At the login screen enter your (student’s) User FSA ID and Password. Click NEXT. ACCEPT
* Choose which FAFSA you want to complete: Click the icon: **Start 2020-2021 FAFSA**
* Create a Save Key: this must be at least 4 characters and will only be used temporarily
* Introduction Page, this is additional information only. When finished reading click NEXT
* Student Demographic Information
* Answer each of the questions Clicking NEXT
* School Selection: **VARIES BASED ON THE SCHOOL**.
* Enter this code in Federal School Code. Click SEARCH.
* Select **School** and then NEXT
* Housing Plans: select either **ON CAMPUS, OFF CAMPUS or WITH PARENTS & NEXT**
* Dependency Determination: Answer all questions accordingly.

If you are determined Dependent you must include your parents’ information. If your parents do not live together chose which parent supports you the most and use that parent and their spouse.

Click NEXT following each question.

* Tax Information: You should have already completed your **2018 Tax Return** and should be able to use the IRS Data Retrieval Tool to import your tax return information into the FAFSA.
* Completed IRS tax return: select from drop down box and click NEXT.
* Enter your Filing Status (as showing on your **2018** tax return)
* Answer accordingly to filing a Puerto Rican or foreign tax return
* Click LINK TO IRS button. (If you are a dependent student you will need to enter your parent’s FSA ID and Password before linking to IRS.)
* Leaving FAFSA on the Web screen notifies you that your FAFSA information will be saved and you will be entering the IRS website. Clicks PROCEED TO IRS.
* Enter your Street Address/PO Box **EXACTLY** as it appears on your **2018** Tax Return. If you have moved between filing your Tax Return and completing your FAFSA you will not be able to use the IRS Data Retrieval Tool unless you know the address used on your 2018 Tax Return.
* Select **Transfer My Tax Information into the FAFSA** and click Transfer Now
* Student Financial Information: complete the additional questions. **DO NOT ENTER CENTS**
* After clicking NEXT, answer the additional financial questions, click NEXT
* Skip Questions about Assets? **YES** if you don’t have much
* Are you a Preparer? NO this is if you are paying someone to file your FAFSA, which you should never do!
* Review your information, NEXT , Read and Agree, NEXT, SIGN THIS FAFSA, NEXT, SUBMIT

**Once this is submitted you will see a confirmation page, print this page. If you entered an e-mail address a confirmation will be e-mailed to you.**

**Documents needed to file FAFSA 2020-2021:**

You will need to gather the following information prior to logging on at [www.fafsa.gov](http://www.fafsa.gov) to begin completing your FAFSA.

The following is needed for the student, spouse of student or parents’ of student (if considered dependent)

* Social Security Number
* Driver’s License Number
* Permanent Resident Card Number (if applicable)
* 2018 Federal Income Tax Return Form: 1040, 1040A or 1040 EZ
* 2018 W-2 Forms and other records of money earned
* Totals of all unearned monies received in 2018, such as but not limited to:
	+ Veterans Benefits
	+ Unemployment
	+ Untaxed income records
* Records of Child Support received and/or paid in 2018
* Records of taxable earnings from Federal Work-Study or other need-based work programs
* Records of student grants, scholarships and fellowship aid, including AmeriCorps awards
* Current stocks, bonds, and other investment records
* Current business and investments mortgage information
* Current business and farm records
* Current bank statements
* Marital status as of today
* Month and year you/parents were married, separated, divorced or widowed
* Parents/your e-mail address
* Parents’/your state of legal residence
* Parents’/your date of legal residency for the parent who has lived in the state the longest, if it was not before January 2014