

## 5 STEPS TO APPLY FOR YOUR 2020-2021 FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

### General Information:

- Apply early and watch for any deadline dates
- Never pay to file a FAFSA
- Students need to apply every academic year
- Make sure information provided on the FAFSA is accurate

### STEP 1:

**Get organized!** To complete the FAFSA you will need information from your 2018 federal tax return. This includes federal tax returns 1040, 1040A, or 1040EZ; W-2s from each job worked in 2018; unemployment, child support, etc. If you are a dependent student, (under the age of 24, single, no dependents, not a veteran) you will also need your parents' 2018 federal tax returns and income information.

### STEP 2:

**Create a FSA-ID** which is necessary to sign your FAFSA. If you are a dependent student, one of your parents will also need to create a FSA-ID of their own. To create your FSA-ID go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov);

1. On the home page, click **"Start Here"**
2. Indicate whether you are the **student or parent**
3. On the Login screen, click on **"Create One"**

After you set up your FSA-ID and have established your personal username and password, keep it in a secure place. Your username does not expire, but your FSA ID password will expire every 18 months.

The image shows two screenshots of the FAFSA website. The top screenshot is the 'FAFSA: Apply for Aid' page. It features a navigation bar with links like 'Prepare for College', 'Types of Aid', 'Who Gets Aid', 'FAFSA: Apply for Aid', and 'How to Repay Your Loans'. Below the navigation bar, there's a search bar and a main heading 'FAFSA: Apply for Aid'. Underneath, it says 'Use the Free Application for Federal Student Aid (FAFSA) form to apply for financial aid for college or grad school.' There are two main sections: 'NEW TO THE FAFSA PROCESS?' with a 'START HERE' button, and 'RETURNING USER?' with a 'LOG IN' button. A red box highlights the 'START HERE' button. The bottom screenshot is the 'Login' page. It has a heading 'Log in to the FAFSA' and instructions for students and parents. There are two radio buttons: 'I am the student' (selected) and 'I am a parent, preparer, or student from a Freely Associated State'. Below these are fields for 'Student's FSA ID Username, Email Address, or Mobile Number' and 'The student's FSA ID Password'. A purple box highlights the 'Create one' link, and green circles highlight the two radio buttons. A 'NEXT' button is at the bottom right.

**STEP 3:**

**Complete the FAFSA.** Once you have created your FSA ID, log in to the FAFSA using your FSA ID username and password. Click **Start a New FAFSA** and make sure you are completing the correct year. You will be prompted to enter a Save Key that will allow you to save and finish your FAFSA at a later time or make corrections.

**NOTE:** Complete every question and enter zero instead of leaving a box blank. The 'Help and Hints' box displays may help you to complete a question. **Nicolet's School Code is 008919.**

**STEP 4:**

**At the end of your FAFSA application you will agree to terms, sign, and submit the FAFSA. For dependent students, the parent with the FSA-ID will choose if they are parent 1 or parent 2 and enter their user name and password; agree to terms; sign; and submit the FAFSA.**

You should then see a page confirming that your application has been received. Print or save the confirmation page for your records.

**STEP 5:**

**Review your Student Aid Report (SAR).** You'll receive the SAR via e-mail once you complete the FAFSA. Review the SAR carefully and verify the information is correct. If you see incorrect information, make corrections on your FAFSA by returning to **www.fafsa.ed.gov**. Keep the SAR for your records. A corrected SAR will be issued when changes are made. The Nicolet Financial Aid office will receive your information electronically from the U.S. Department of Education.

Please keep in mind that it generally takes at least two business days for the Financial Aid office to receive your FAFSA.

The Department of Education randomly selects people for verification wherein you may need to complete additional documents. Nicolet College will notify you with a Missing Information Letter if there is any further information needed.

If you were not selected for verification and you registered for classes in an approved program, the financial aid office will review your FAFSA information, process your financial aid, and e-mail you with additional information.