

TIPS FOR COMPLETING THE FAFSA

Create a FSA ID: www.studentaid.gov/fsa-id/create-account/launch

- Write down username and password as this is an application you have to log into every year.
- Complete email and phone verification. If, in the future you forget the log-in information, you can easily retrieve it through your phone or email.
- **Both student and parent will need to create an FSA ID.**

FAFSA Application: www.studentaid.gov/h/apply-for-aid/fafsa

(MUST BE COMPLETED AS THE STUDENT-- NOT THE PARENT)

The Save Key is an extra security measure to keep your information private. Code can be short and simple

1. **Student Demographics**: Once in the FAFSA application, double check personal information. Make sure to look for errors in social security number (SSN) as this can be a problem if mistyped. Add the high school you WILL BE graduating from.
2. **School Selection**: Columbia College school code is **007707**. If considering other/multiple schools (up to 10) add them as well. **TIP**: if you are considering multiple schools, add the school with the highest tuition first!
3. **Dependency Status**: Read through questions carefully, answers on these questions will determine if you are considered dependent or independent. Dependents will have to include parent information.
4. **Parent Demographics**: Enter parent information and double check socials (SSN) are correct. If parents are married, you will have to add both of their information, even step-parents. Make note of who is parent 1 and parent 2 as you will have to specify during the financial information and signing at the end.
5. **Financial Information**: USE IRS RETIREVAL TOOL. This will bring you to a new web page on the IRS.gov website. Most of your filing information will be there already, but you will need to add the address exactly as it appears on your taxes. Check the box "transfer my tax information," and click "transfer now." It will save A LOT of time.
 - a. Remaining tax information should say "transferred from IRS." Continue through financial questions for parent, answering things that were not transferred.
 - b. Answer student financial questions, link to IRS again if student filled taxes in .
 - c. If IRS retrieval tool does not pop-up, read questions carefully and enter your tax information correctly into spaces provided.
6. **Sign and Submit**: Both student and parent will have to sign the FAFSA to submit. When prompted, enter your FSA ID, which will be used as your "electronic signature." If parent has not made a FSA ID, they will have to create one to submit the application. Once you have signed, press the "SUBMIT MY FAFSA" button and a congratulations page will appear. Then you can log out.

A confirmation page will be sent to your email. For further questions, contact us at:

Last Names: A-L Call: 209-588-5105 or email to: nielsenb@yosmite.edu

Last Names: M-Z Call: 209-588-5272 or email to: bartelsc@yosemite.edu

How to Create my FSA ID

1. Go to www.studentaid.gov/h/apply-for-aid/fafsa
2. Click login.
3. Select "I am the student."
4. Click on the link "create an account" and it will open the FSA website
5. Enter your username & email: _____
6. Enter your password: _____

Challenge Questions:

1. Question: _____
Answer: _____
2. Question: _____
Answer: _____
3. Question: _____
Answer: _____
4. Question: _____
Answer: _____

If you get locked out of your account, you can enter your email address or phone number and get a code sent to your email or mobile phone (if you added it to your account & verified it) to log back in OR you can answer your challenge questions. Please note that if you reset your password using your challenge questions, you will have to wait 30 minutes before being allowed to log in to your account.

If you are unable to access your FSA ID account, you can call the FSA ID Help Line at 1-800-433-3243.

