



## FAFSA® Helpful Hints

*We have created this tool according to the latest update of the Federal Student Aid 4.17.2024*

**Estimated time for completion: less than one hour**

### **Before you get started:**

1. You will need your Social Security Number
2. Mobile phone (if available)
3. Ensure you have access to your email account
4. Gather documents needed to apply (see page 3 on back)
5. Make sure the pop-up blocker in your browser allows pop-ups from [fafsa.ed.gov](https://fafsa.ed.gov)

We strongly recommend you [create your StudentAid.gov account](#) before starting your FAFSA® form. When you create your account, be careful to enter your name and Social Security number (SSN) exactly as they appear on your Social Security card.

On the **2024–25 FAFSA®** form, every contributor—anyone (you, your spouse, a biological or adoptive parent, or your parent's spouse) who's required to provide information on the FAFSA® form—needs a StudentAid.gov account before accessing and completing their section of the online form. Contributors can access their StudentAid.gov account by using their FSA ID (account username and password).

**Note:** Contributors without an SSN can create a StudentAid.gov account to fill out their portion of your 2024–25 FAFSA® form online.

### **Hints for Creating an FSA ID**

- Be sure to enter your information accurately. Your information will be verified by the Social Security Administration and making a mistake, especially with your social security number, birth date or name, will cause delays.
- Keep in mind that an email address can only be associated with one FSA ID. Students and parents cannot use the same email address.
- If you have an email other than your high school email address, use that alternate email. You may even want to create one especially for financial aid and college application purposes. Your high school email access will likely expire after you graduate. You will need to use your FSA ID for years to come so link it to an email address that you will continue to use.
- It is important to have access to your email when creating your FSA ID. A secure code will be sent to your email that you will need to retrieve when creating your FSA ID. Entering this secure code will confirm your email address, which is very important if you forget your username or password, and it will allow Federal Student Aid to communicate with you electronically.
- Your FSA ID can be used immediately, but it will take one to three days for your information to be verified by the Social Security Administration. Some of your actions in the site will be limited until your information is verified. However, with your newly created FSA ID you can immediately complete and sign a first-time FAFSA® form. You can also use your FSA ID to access your dashboard.

To create a [StudentAid.gov](https://studentaid.gov) account username and password, follow these steps:

1. Go to [Create Account](#).
2. Provide your name, date of birth, and Social Security number (SSN) if applicable.
3. Enter a unique username.
4. Enter your email address.
5. Enter a strong password.
6. Enter your mailing address.
7. Enter your mobile phone number. Select the box to indicate if you would like to register your mobile phone to receive one-time secure codes if you forget your username or password. *(You'll be required to provide either your email address or your mobile phone number and to opt in to messaging before you can proceed.)*
8. Select your communication preferences.
9. For security purposes, complete the challenge questions and answers.
10. Confirm and verify your information.
11. Agree to the terms and conditions.
12. Enable two-step verification by verifying your email address and/or mobile phone. You can also use an [authenticator app](#).
13. Write down your back-up code.
14. If you entered an email address, you will receive a confirmation email.

If your contributors do not have a Social Security number, learn about [creating an account without a Social Security number \(SSN\)](#)

**THE BIGGEST HINT OF ALL!!!! WRITE YOUR FSA ID, PASSWORD AND SECURITY QUESTIONS DOWN SO YOU CAN READ IT TEN YEARS FROM NOW**

### FAFSA® Filing Options

You may choose any of these methods to file a FAFSA® form:

- Log in [fafsa.gov](https://studentaid.gov/h/apply-for-aid/fafsa) <https://studentaid.gov/h/apply-for-aid/fafsa> to apply online or
- Complete a 2024-2025 FAFSA® PDF (note: you must print out and mail the FAFSA® PDF for processing) or
- Request a print-out of the FAFSA® PDF by calling at 1-800-4-FED-AID (1-800-433-3243) or 334-523-2691 (TTY for the deaf or hard of hearing 1-800-730-8913); then fill out the form and mail it for processing

We **recommend filing online** because the process is faster and easier.

### Getting Help

If you need help filing out the FAFSA® form, use these free tools:

- In the online FAFSA® form, select the question mark icon next to a FAFSA® question to view a “tool tip” that provides information about how to answer that question.
- Visit the [“FAFSA: Help”](#) for the 2024–25 FAFSA® form and [“2023–24 FAFSA: Help”](#) page for the 2023–24 FAFSA® form, where you can find answers to common questions.
- Email, chat or call through the [Federal Student Aid Information Center](#)
- [Chat with Aidan®](#), FAFSA® virtual Assistant
- The FAFSA® form is available in English and Spanish. [Request an interpreter](#) for support in another language.
- Contact a Financial Aid Advisor at EvCC at [fin\\_aid@everettcc.edu](mailto:fin_aid@everettcc.edu) or 425-388-9280

## Gathering the Documents Needed to Apply

The FAFSA® questions ask for information about you (your name, date of birth, address, etc.) and about your financial situation. Depending on your circumstances (for instance, whether you're a U.S. citizen or what tax form you used), you might need the following information or documents as you fill out the application:

- Your Social Security number (it's important that you enter it correctly on the FAFSA® form!)
- Your Alien Registration number if you are not a U.S. citizen
- Federal income tax returns, records of child support received; and your current balance of cash, savings, and checking accounts (**Note:** You must provide consent and approval to disclose your federal tax information to be eligible for federal student aid.)
- Bank statements and records of investments (if applicable), net worth of investments, businesses, and farms
- Records of untaxed income (if applicable)
- An [FSA ID](#) (account username and password) to log in to StudentAid.gov and start the FAFSA® form electronically

If you're a [dependent student](#), then you will also need most of the above information for your parent(s).

## Apply for FAFSA®

The 2024-25 FAFSA® form is available now. We encourage you to fill it out as soon as possible. Each college may have different financial aid deadlines to ensure your financial aid offer is processed in time to begin classes.

If you are starting the application for the first time on [fafsa.gov](#), follow these steps:

- Click on **Start New Form**
- Log in with your account username and password to access the FAFSA® form
- Select your applicable role to fill out the FAFSA® form: You (the student) should select **"Student."**
- Select the FAFSA® year you will be attending college
- Student: If you're planning to attend Everett Community College, be sure to add EvCC's Federal School Code (003776)
- If you're a dependent student, you'll need to report parent/contributor information on your FAFSA® form. Visit [reporting parent information](#) to find out who count as your parents.
- Report your spouse's information. If you are married (and not separated) and filed taxes jointly with your spouse, then you'll report your spouse's information on the 2024–25 FAFSA® form, but they will not be identified as a contributor. But if you're married (and not separated) and didn't file taxes jointly with your current spouse, your spouse will be considered a contributor on your 2024–25 FAFSA® form.
- Provide your Financial Aid information, including information from tax forms and balances of savings and checking accounts.
- After you complete your required section of the FAFSA® form online, you'll acknowledge the terms and conditions of the form and electronically sign your section.
- After you and your parent (and/or any other required contributor) sign and submit the FAFSA® form, the form will be considered complete and will be submitted for processing.
- If you submit the FAFSA® form, you'll see a confirmation page that displays your completion date, data release number, and next steps. You'll also see your estimated Student Aid Index (a number used by college and career/trade schools to determine your eligibility for federal student aid), estimated Federal Pell Grant eligibility, and information about other federal student aid for which you may be eligible. This confirmation page is emailed automatically to you for your records.
- If you or your contributors will want (or be required to) change the information you reported, please follow [How to Correct Your FAFSA® Form](#).
- If you have questions or need help, please contact EvCC Financial Aid Office at [fin\\_aid@everettcc.edu](mailto:fin_aid@everettcc.edu) Phone: 425.388.9280

"Contributor" is a new term being introduced on the 2024–25 FAFSA® form. A contributor is anyone (you, your spouse, your biological or adoptive parent, or your parent's spouse) who is required to provide information on the FAFSA® form, sign the FAFSA® form, and provide consent and approval to have their federal tax information transferred directly from the IRS into the form.