

FAFSA COMPLETION WORKSHOP – ITEMS NEEDED AND REQUIRED

Student and Contributor are required to be present for completion of the FAFSA.

Contributor is a new term on the 2024-25 FAFSA form – it refers to anyone (you, your spouse, your biological or adoptive parent, or your parent’s spouse) required to provide information on your FAFSA form. The FAFSA form has specific guidelines about which contributor’s information to report. (It has nothing to do with who claims the student on their taxes.) If the student’s parents are married, remarried, or unmarried and living together, you must invite at least one parent as a contributor with the option to invite the other parent as well. If your parents are separated, divorced, or have joint custody, you will need to determine who counts as a parent for the FAFSA form.

Please see the form “Is My Parent A Contributor.”

Students need to create their FSA ID 4 days in advance of the workshop. studentaid.gov/fsa-id

- Please know the following information for your FSA ID to begin the FAFSA.
 - o Student email address (do not use your high school’s email)
 - o Username
 - o Password
 - o Mobile Number
 - o Security Question Answers
 - o Back-up Code

Any contributor of information to the FAFSA such as a parent(s) also need to create an FSA ID 4 days in advance of the workshop. studentaid.gov/fsa-id

Parent(s) that have an FSA ID that they previously used, should log into studentaid.gov/fsa-id as they may need to update their password.

- Please know the following information for your FSA ID to begin the FAFSA.
 - o Contributor’s email address
 - o Username
 - o Password
 - o Mobile Number
 - o Security Question Answers
 - o Back-up Code

Please have the following documents or information available for student and contributor(s).

- 2022 Tax Returns
- Current balances of cash, savings, and checking accounts
- Net worth of investments, businesses, and farms
- Records of Child Support Received

For student to invite contributor(s) to the FAFSA form, you will need to know for each contributor.

- First and last name
- SSN
- Date of Birth
- Email address

Students and parents will need to have access to text messages and personal email accounts.

When students and parents use their Federal Student Aid (FSA) ID to log in to the online FAFSA, it will require a two-step verification process. Each time an FSA ID is used to log in, a one-time code is delivered via email, text message, or an authenticator app.

- Free wi-fi will be available.
- If you are able, please bring your own laptop. If not, don’t worry, we will have some available.