



# Tips and Trick for completing the FAFSA Application

## Broome High School – Career Development

**First step:** Register for an FSA ID on the Federal Student Aid website <https://studentaid.gov/h/apply-for-aid/afsa>

- This ID enables you to apply for federal financial aid, serves as a legal signature, and makes it easier to add or change information on your application later. Parents and students should each apply for their own FSA ID.

➤ Your password must be between 8 and 30 characters in length, and it must contain at least one uppercase letter, one lowercase letter, and one number. Special characters are not required, but the following characters may be included as part of your password: **! # \$ % & ( ) \* + - . : ; < = > ? @ [ ] ^ \_ { }**

*Remember, your password is case-sensitive*

|                            |  |
|----------------------------|--|
| Student's FSA ID Username: |  |
| Student's FSA ID Password: |  |
| Personal Email address:    |  |
| Mobile Number:             |  |
| Parent's FSA ID Username:  |  |
| Parent's FSA ID Password:  |  |

**Second Step:** You will also need the federal school code for each school you are planning to apply to. Use the Federal School Code Search tool to locate any school's code. You can also find this information on the BHS website under College and Career Readiness.

- **Personal Documentation Needed:**

1. Student Social Security number
2. Parent(s) Social Security numbers if you are a dependent student
3. Student driver's license number, if applicable
4. Student Alien Registration number, if not a U.S. Citizen

- **Financial Information:**

1. Your Social Security number (*it is important that you enter it correctly on the FAFSA form*)
2. Your driver's license number if you have one
3. Federal tax information or tax returns including IRS W-2 information, for you (and your spouse, if you are married), and for your parents if you are a dependent student:
  - a. IRS 1040
  - b. Foreign tax return, IRS 1040NR, or IRS 1040NR-EZ
4. Records of your untaxed income, such as child support received, interest income, and veterans noneducation benefits, for you, and for your parents if you are a dependent student
5. Information on cash; savings and checking account balances; investments, including stocks and bonds and real estate (but not including the home in which you live); and business and farm assets for you, and for your parents if you are a dependent student

If you need help, please use the step-by-step video on our Broome High School Website under **Guidance** or use the free tools listed below: <https://studentaid.gov/apply-for-aid/afsa/filling-out/help>

### Definitions:

**Dependent Student:** A student who does not meet any of the criteria for an independent student. An independent student is one of the following: at least 24 years old, married, a graduate or professional student, a veteran, a member of the armed forces, an orphan, a ward of the court, someone with legal dependents other than a spouse, an emancipated minor or someone who is homeless or at risk of becoming homeless.

**Should you have any additional questions or concern,  
please feel free to call BHS Guidance x6740 or stop by and see Mrs. Goode.**