

FAFSA CHEAT SHEET AND HELPFUL HINTS

Please follow steps 1-3 below to help you answer common FAFSA questions.

STEP 1

Complete FAFSA – www.fafsa.ed.gov

- Click on the “Start a New FAFSA” button.
- Click “Enter your (the student’s) FSA-ID. If you have not created an FSA-ID yet, you can click on “create FSA-ID”
- If you have completed a FAFSA in the past, be sure to create an FSA-ID and link it to your old PIN number.
- All high school seniors will choose the “START 2017-2018 FAFSA” button.
- When prompted for a “Save Key,” write it down or store it in your cell phone.
- Click “Next” when you get to Introduction Page.

Common FAFSA Questions

Are you a U.S. citizen?

Select U.S. citizen or (U.S. national) if you are a U.S. citizen or U.S. national.

Select Eligible noncitizen if you are:

- A U.S. permanent resident, with a Permanent Resident Card (I-551), or a conditional permanent resident (I-551C)
- Other eligible noncitizen with an Arrival-Departure Record (I-94) from the Department of Homeland Security showing any one of the following designations: "Refugee," "Asylum Granted," "Parolee" (I-94 confirms that you were paroled for a minimum of one year and status has not expired), T-Visa holder (T-1, T-2, T-3, etc.), or "Cuban-Haitian Entrant."
- The holder of a valid certification or eligibility letter from the Department of Health and Human Services showing a designation of "Victim of human trafficking."
- A resident of the Republic of Palau (PW), the Republic of the Marshall Islands (MH), or the Federated States of Micronesia (FM).
- A Canadian-born Native American under terms of the Jay Treaty.

Select Neither citizen nor eligible noncitizen if you have received:

- DACA (Deferred Action) status or have no legal documentation.**
- A F1 or F2 student visa, or
- A J1 or J2 exchange visitor visa, or
- A G series visa (pertaining to international organizations), or
- Other categories not included under U.S. citizen and eligible noncitizen.

When you begin college in the 2017-2018 school year, what will be your high school completion status?

- All students choose: High school diploma

When you begin the 2017-2018 school year, what will be your grade level?

- High school seniors choose: never attended college/1st yr.
- Current college students: choose the answer that applies to you

When you begin the 2017-2018 school year, what degree or certificate will you be working on?

Choose what applies to you:

- 1st Bachelor’s Degree = 4 year degree (four year schools)
- Associate Degree (general education/transfer program) = 2 year degree (community colleges and junior colleges)
- Certificate/diploma (occupational/technical/education program of less than 2 yr.) = Technical Programs offered at schools like Emily Griffith, Pickens Tech

Are you interested in being considered for work-study?

Yes (this doesn’t mean students must accept it if it is awarded)

Will you have your first bachelor's degree before July 1, 2017?

No

High school info:

- o You will be prompted to type in your high school's name, city, and state. Click on "CONFIRM."
- o Scroll down and then hit "SELECT" for the school that is a match.
- o You will then receive a confirmation box that reads: The high school you selected was added to your application. Click **Next** to continue.

FAFSA Codes for Colorado colleges/universities – See Page 3

College list: it is important for you to list your colleges in the order of your interest. Once all of your colleges are listed, you can click on the college name and move the school up and down the list with the First, Up, Down and Last option.

Housing Plans:

- On Campus (if you plan to live in the dorms at this school) – *Note: Most 4-year colleges make it mandatory for students to live On Campus or With Parent during freshman year. Ask for help if you're not sure.*
- With Parent (if you plan to live at home)
- Off Campus (if you plan to live in an apartment off campus)

Do you have children who will receive more than half of their support from you between July 1, 2017 and June 30, 2018?

Click **YES only** if you have a child and personally provide more than half of the financial support, which may include housing, meals, and any additional support. Otherwise, click **NO**.

For 2015, have your parents completed their IRS income tax return or another tax return?

- Already Completed
 - o It is important to answer all of these questions accurately based on your parents' tax filing documents.
 - o If the option appears for the LINK TO IRS, choose a parent, and enter their FSA ID and password. *If your parent is not with you, you will not be able to use the IRS Data Retrieval Tool during the FAFSA workshop.*
 - Click "LINK TO IRS."
 - As you complete the information on the next page, make sure the information matches EXACTLY what is on the parents' taxes (spelling, punctuation, numbers, etc.).
 - If the IRS Data Retrieval Tool works, congratulations! Please **do not change** anything that has "**Transferred from the IRS.**"
 - If the IRS Data Retrieval Tool does NOT work, you will receive further instructions at Check-Out.
 - o If the option does not appear for the LINK TO IRS, you will receive further instructions at Check-Out.
- Not Going to File
 - o Speak to your FAFSA Volunteer and/or a DSF Advisor to discuss your options.

As of today, is your parent(s) a dislocated worker?

No – if one or both parents are employed, do not file taxes due to supplemental income.

Yes – if one or both parents are NOT employed for a reason indicated in the help box.

You indicated that your parent(s) filed an IRS 1040. Were they eligible to file a 1040A or 1040EZ?

Before you answer, read the Help and Hints. You should also ask your parent. If you and your parent do not know, click "Don't Know."

You will now answer financial questions for your self – please make sure these are accurate for STUDENT not the parent.

DO NOT CLICK
“SUBMIT MY FAFSA NOW.”

BE SURE TO HAVE YOUR FAFSA VOLUNTEER REVIEW YOUR WORK FIRST.

STEP 2

Print Two Copies of the FAFSA Confirmation Page.

One copy for you and one copy to submit to DSF at Check-Out.

On the copy that you submit to DSF, write the following information at the top of the page:

- **First & Last Name**
- **Date of Birth (mm/dd/yy)**
- **Student High School ID Number (6 digits)**
- **Name of High School/College Attending**

STEP 3

Review the Next Steps at Check-Out.

FAFSA SCHOOL CODES

The DSF Scholarship is available to qualifying DPS graduates who enroll full-time (at least 12 credit hours per semester or quarter) at a DSF Partner College.

Official DSF Partner Colleges are denoted below with an asterisk (*). These colleges provide our scholars with additional support on campus to help them be successful. The support includes such services as mentoring, tutoring and special workshops.

