

10 Steps to Filling out the FAFSA

Apply by the March 1 deadline for maximum funding!



- 1 **Get an FSA ID:** In order to complete the FAFSA, you must obtain a Federal Student Aid ID (FSA ID). It only takes a few minutes to create one. Get yours at fsaid.ed.gov
- 2 **Gather the Correct Documents:** The FAFSA asks for information about you and your financial situation. You and your parent(s) will want to gather the following documents before starting the FAFSA:
 - Social Security Number
 - State Issued ID
 - 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.
 - Untaxed income-SNAP Benefits, untaxed portion of pension or retirement accounts
 - Current Bank statements
 - Your Alien Registration number if you are not a U.S. citizen
- 3 **Go to www.fafsa.gov:** Remember the FAFSA is FREE when you use the official .gov site. So start here at www.fafsa.gov. Once you start, you'll follow the steps on each screen.
- 4 **Enter your personal information.** This is information like your name, date of birth, etc. If you have completed the FAFSA in the past, a lot of your personal info will be pre-populated to save you time. Make sure you enter your personal information exactly as it appears on official government documents.
- 5 **Use UNC's federal school code 001349.** Upon submitting the FAFSA, they will send UNC the needed information so we can calculate the amount of financial aid you are eligible to receive.
- 6 **Determine your dependency.** This section of the FAFSA will ask you questions to determine if you are a dependent or independent student. If you are under the age of 24, you are most likely a dependent student.
- 7 **Enter your parent(s) demographics and financial information.** For the Parent Demographic and Financial Information section of the FAFSA, you will need to have your parent(s) help you complete this section. This is where you will need your tax information. We encourage you to use the IRS Data Retrieval Tool, which allows you to import your income information directly from your IRS tax return.
- 8 **Sign the document with your FSA ID.** Once you have completed all the sections of the FAFSA, you and your parent (where applicable) will need to sign the FAFSA with your FSA ID.
- 9 **Submit the FAFSA.** Hit the "Submit my FAFSA Now" to complete the application.
- 10 **Print the confirmation page.** A confirmation page will appear after submitting your FAFSA. We recommend you print this page. Also look for your Student Aid Report (SAR) in your email for any additional information or corrections that are necessary. Check your SPAM folder or junk folder for your SAR.

IMPORTANT FINANCIAL AID DATES

MARCH 1st

UNC Scholarship Application and FAFSA priority date.

Make sure that your FAFSA application processed and that it was sent to UNC.

JUNE 15th

Check your Ursa account regularly for updates.

Contact the Office of Financial Aid with any questions you may have:

Office of Financial Aid

Carter Hall 1005
Greeley, CO 80639

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Fax: (970) 351-3737
Email: ofa@unco.edu

Office Hours:
8am-5pm, Monday-Friday



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