

FAFSA COMPLETION TIPS

FINANCIAL AID AND VETERAN SERVICES • 1108 FREMONT STREET, SSC 103 • STEVENS POINT, WI 54481-3987 • WWW.UWSP.EDU/FINAID

Before Applying

- Create an FSA ID at fsaid.ed.gov, and keep it with your records.
 - Dependent Students: parents must also have or create an FSA ID
- Gather needed materials for filling out your Free Application for Federal Student Aid (FAFSA): federal tax returns, W-2s and other records of money earned, bank and investments statements, and records of untaxed income.
 - Dependent Students: parents will also need these materials
- Keep copies of your federal income tax forms and other documents for your records.

While Applying

- File the correct FAFSA for the correct school year.
- Read the FAFSA instructions carefully as you complete the FAFSA.
- Make sure your Social Security Number is accurate.
- Use the exact name on your social security card. Notify the Social Security Administration if you change your name due to marriage or other reasons.
- Use the IRS Data Retrieval tool within the FAFSA application if eligible to do so. Otherwise, use copies of your tax return(s).
- Use UWSP's Federal School Code (**003924**) to indicate that you want your FAFSA information sent to us.
- Make sure you have the appropriate electronic signatures (yourself and your parents, if applicable).
- Be sure you click "submit" otherwise your application is not complete.

After Applying

- Keep a copy of the confirmation number after filing your FAFSA.
- Update your home address if it changes.
 - UWSP address changes may be made in accesSPoint at any time
- Log into FSA to update your contact information.
- Check your UWSP student e-mail account frequently. We will send emails to your UWSP student email account throughout the year.
- Include your name and UWSP ID on every document you send us.
- Be sure to complete the FAFSA each year by our priority date. You can view important dates on our Dates and Deadlines webpage.
 - If you have a FAFSA on file from the previous year, use the FAFSA Renewal Application to pre-populate certain data elements.