

2024-2025 FAFSA Completion Steps

- 1.) [Create FSA IDs](#) for the student and at least one parent (parents might already have an FSA ID from their own college education or from completing the FAFSA for an older child.) You will need the student's & parent's social security numbers, email addresses, cell phone numbers, and birthdates to do this. **Use a personal email that you check often. Students and parents must use their own separate, unique email addresses and cell phone numbers – no sharing is allowed!**

Create your FSA ID at: [https:// studentaid.gov/fsa-id/create-account/launch](https://studentaid.gov/fsa-id/create-account/launch)

- 2.) FSA IDs may take up to 7 days to be completely verified and ready to use to apply. If the student or parent receives any emails or notifications to submit verification documents, do this ASAP. The FSA ID will not be verified without this information, and **you will not be able to complete the FAFSA without a verified FSA ID for the student and required contributor(s).**

- 3.) Gather your required documents & information:

- FSA IDs for student & parent(s)
- Student and Parent(s) Bank statements, records of investments, and **2022 Tax Returns**
- Net value of any businesses, investment properties, or farms
- Records of child support received in 2022 and 2023

- 4.) **Starting on December 31st**, you are ready to start your FAFSA at fafsa.gov

- Click "Start Here"
- Select your role (student or parent—starting with student is recommended) and login with the FSA ID associated with the selected role
- Select the application year **2024-2025**—this is the year you will be in college, so that is the year you should choose
- Answer every question on the form fully and truthfully—do not skip any sections/questions and do not guess/estimate answers
- **You MUST select APPROVE to provide consent to release the student and parent tax information, even if one or both did not file taxes in 2022. If either party does not consent, the student WILL NOT BE ELIGIBLE FOR ANY STUDENT AID, EVEN LOANS.** Manually entered information will not be considered for federal or state aid (grants, loans, workstudy) – you MUST approve to provide consent.
- For the section "School Selection", on the Add Your High School page, enter this exact information for your school, click search, and then select the matching school option:

School City/State	School Name (according to FAFSA)
Keller, TX	Keller H S
Keller, TX	Fossil Ridge H S
Keller, TX	Central H S
Fort Worth, TX	Timber Creek H S
Keller, TX	Keller Learning Center

- Students will enter the parent's email address to invite the parent to complete their section. Use the email address used for the parent's FSA ID and BE SURE to type it correctly. **The parent link is only valid for 7 days, so the parent needs to retrieve this email and complete their section immediately.**
 - The final parent contributor for the student will submit the application once they complete their section.
- 5.) If you need help answering any of the questions while working on the form at home, try these resources:
- [FAFSA YouTube Channel Tutorials](#)— go to <https://tinyurl.com/FSA2425>
 - Step-by-Step Guide to Completing the FAFSA Questions—go to <https://www.nitrocollege.com/fafsa-guide>
 - FAFSA Live Help Phone Number [1-800-433-3243](tel:1-800-433-3243)—for problems with website access or technical issues, you will have to call for help from FAFSA directly.

What happens after FAFSA Submission?

Immediately After Submission:

- Once you submit online, your application will be **processed in 3-5 days**. The email address connected to the student's FSA ID should receive notification of your FAFSA submission summary, including a Student Aid Index (SAI) number – this is not a dollar amount, it is a scaled number colleges use to determine eligibility for different types of aid (the SAI number may be positive or negative).
- After processing, the student's information will be sent to the requested colleges.
- To be eligible for Texas-based grants, born-male students who are 18 must be registered with Selective Service. 17 year-olds should register within the 30 days following their 18th birthday. Check your registration status and register at <https://www.sss.gov/>

Later in the Spring Semester:

- The college will process your FAFSA in the spring semester if you have been admitted and completed any other financial aid paperwork required by the college itself. **Contact your college financial aid office after applying for admission** to confirm any additional requirements.
- Starting in **late February through late April**, the college will send a letter, email, or college account notification when your financial aid package is ready. **Check your college email regularly – once admitted they will not contact your personal email address any longer.**
- Accept or decline the financial aid offers the college has provided by the deadline given. Contact the financial aid office with any questions or inquiries about additional funding options.

Don't Worry – This is Normal:

- **You will not receive a financial aid offer directly from FAFSA.**
- There is a long wait between when you apply and when the college sends your financial aid offer. **Most students do not receive their offers until March or April.**
- Not all colleges process FAFSAs automatically. **Make sure your student has applied for admission** and contacted the college Financial Aid office for additional requirements to ensure their FAFSA is processed in a timely manner this spring.
- You will not see anything listed in the "My Aid" section of the FAFSA website until after the first semester of college has begun and federal funds have been dispersed.

Keep this information and remember to complete the FAFSA renewal application every October 1st to secure your college funding for the next school year! Your college will also remind you when it's time to renew.