

## 18-19 FAFSA – TIPS for SUCCESSFUL COMPLETION

- Make sure that student logs in FAFSA using his/her FSA ID, not the parent's.
- Make sure that student has selected FAFSA for 2018-19.
- If parent does not have a SSN, then enter all 0's for SSN. Do not enter a number that begins with 9.
- If student and/or parent submitted 2016 taxes within last 10 days – 2 weeks, then hold off on entering financial information or enter it manually. Wait until DRT is available before submitting FAFSA.
- Click on and view Summary Report before submitting. Double check the following information:
  - DOBs,
  - SSNs, (no SSNs that begin with 9)
  - DRT used if eligible
  - Parent signing FAFSA is properly identified as Parent 1 or Parent 2, consistent with information provided on Q61 – Q68.
- Once information is double checked, student and parent must sign the FAFSA using their FSA IDs.
- For parents who are not eligible to sign electronically, click on signature page. Create PDF and email it to [csummer@evanston scholars.org](mailto:csummer@evanston scholars.org).
- Once student submits FAFSA, student will receive a “Confirmation” email immediately. Make sure that student forwards this email to [csummer@evanston scholars.org](mailto:csummer@evanston scholars.org) before leaving the workshop.
- Within 3-5 days of submitting FAFSA, student will receive a “Successfully Processed” email and his/her Student Aid Report. It is important to review SAR to make sure all information is correct and complete.
- IF student and/or parent are not eligible to use DRT, then complete and fax Form 4506-T to request a Tax Return transcript.
- If student and/or parent did not file 2016 tax return, then complete and fax Form 4506-T to request Non-Filer Verification from the IRS. Documents will be mailed to address provided by the student and/or parent.
- ISACorp member, Lisbeth Rivera, will be in the HUB every Wednesday from 8am – 4pm and some evenings as well at the Evanston Public Library. She is available to meet with students or parents to answer FAFSA questions. Here are options for booking an appointment:
  - Online: [isac.youcanbook.me](http://isac.youcanbook.me)
  - Email: [Lisbeth.rivera@isac.illinois.gov](mailto:Lisbeth.rivera@isac.illinois.gov)
  - Phone: 847-626-4096
- Contact Caryn Summer, ES College Affordability Coordinator, with questions or concerns.
  - Email: [csummer@evanston scholars.org](mailto:csummer@evanston scholars.org)
  - Phone: 847-274-5423
- Suggest that student add contact info both both Lisbeth and Caryn to their contacts.