

FAFSA Completion Guide

2024-2025



UT Tyler

**FINANCIAL AID
& SCHOLARSHIPS**

Financial Aid Application Process

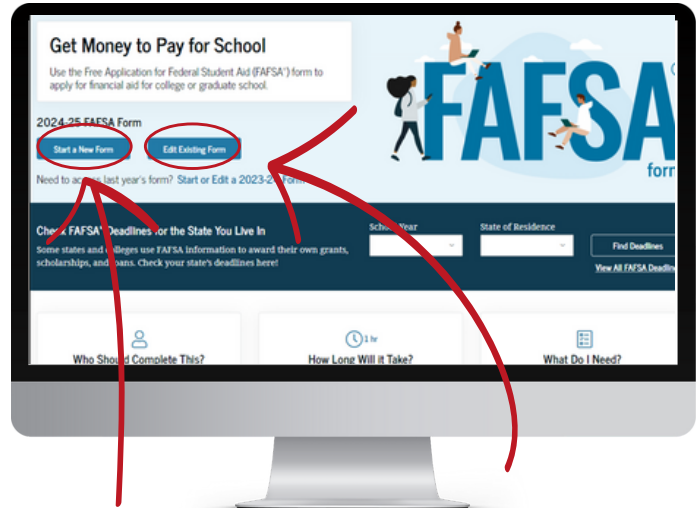
Visit studentaid.gov to create an FSA ID. With an FSA ID you can complete and sign your FAFSA online.

Complete the FAFSA as soon as possible

Apply online at studentaid.gov

Review your FAFSA Submission Summary to find out your Student Aid Index (SAI). Make corrections and resubmit if necessary.

If selected for verification, submit documentation to the Financial Aid Office as needed for completion



Start your FAFSA here. Make sure you select the FAFSA for the correct year.

If you started a FAFSA but didn't finish, you will go here.

What You Will Need

- Both the student and the parent/guardian (contributor) need an FSA ID.
- Both the student and Parent/Guardian's Social Security Number and date of birth.
- Your alien registration number (if you are not a U.S. citizen).
- Both the student's and parent's 2022 federal income tax return, W-2s, and other records of earned income for the requested year.
- Both the student and parent's bank statements and records of investments (if applicable).
- All records of untaxed income (if applicable).
- Your Parent's marital status, date of marriage, divorce, or widowed, and household size.

FAFSA FORM 2024-25 Student Raya Tran Save FAFSA Menu

1 Personal Circumstances 2 Demographics 3 Financials 4 Colleges 5 Signature

Invite Parents to your FAFSA Form

You will need to provide information for your parents
Based on your answers in the previous section, you'll need to provide information about both of your parents on your FAFSA form. You can invite your family members to your form to help you complete all required sections.

Enter names of parents, identified on the prior page, and we'll send electronic requests on your behalf.

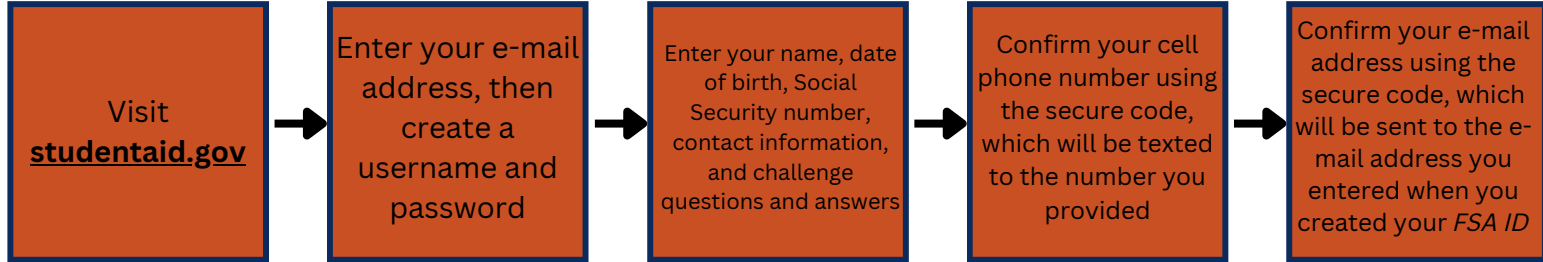
Please make sure to provide information that your parents would use to login to StudentAid.gov.

Parent	Parent Spouse (optional)
First Name Alicha	First Name
Last Name Tran	Last Name
Date of Birth Month Day Year 05 05 1973	Date of Birth Month Day Year

Need Help?
Call 903.566.7180

Federal Student Aid ID

Use your FSA ID to confirm your identity to access your financial aid information and electronically sign your federal student aid documents, including the FAFSA.



Keep track of your FSA ID since you will use it frequently throughout the federal student aid application process each year

Tip for this step:

You will be required to set two challenge questions on your own. Examples: mother's/father's middle name, high school name or mascot, city of birth

(3/6/2024) Note: If a parent with no Social Security number (SSN) starts the 2024-25 FAFSA form for a student, the parent will receive an error message on the "Student Information" page. This incorrect error message states that the user is "unauthorized to act on behalf of the student since they already have a 24-25 FAFSA form" even if the student has not started an application. There is currently no official workaround to solve this issue, however, a student may input the information of their contributor manually and later adjust the application. This process should only be used if a student must have a FAFSA submission by a required date to meet critical state, institutional, or other scholarship organization aid deadlines. After the student has signed the FAFSA Application and entered in the desired schools, they can scroll down on the "You're Almost There!" page and select the link to manually enter contributor information. Fill in all information associated with your contributor who does not have an SSN. Leave the "SSN" prompt blank and submit the form without the contributor's signature. After submission, you will be prompted that your application is incomplete; but you can adjust it later. Once your form is processed, the status of the form will show as "Action Required." At that time you will be able to go back in and add your contributor's signature to finalize the FAFSA Application.

Are You Dependent or Independent?

If you answer "**Yes**" to **any** question below, you are considered an **independent** student.

- Were you born before January 1, 2001?
- As of today, are you married? (Answer "Yes" if you are separated but not divorced)
- At the beginning of the 2024-2025 school year, will you be working on a master's or doctoral degree? (A few examples are MA, MBA, MD, JD, PhD, EdD, or graduate certificate, etc.)
- Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training?
- Are you a veteran of the U.S. Armed Forces?
- Do you now have, or will you have children who will receive more than half of their support from you between July 1, 2024 and June 30, 2025?
- Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2025?
- At any time since you turned age 13 were both of your parents deceased, or were you in foster care, or were you a dependent or ward of the court?
- As determined by a court in your state of legal residence, are you now or were you, upon reaching the age of majority, an emancipated minor? (You will need to provide court documentation showing you have been released from control by your parent/guardian)
- As determined by a court in your legal state of residence, are you now or were you, upon reaching the age of majority, in legal guardianship under someone other than your parent or stepparent? (Note: custody is different from guardianship)
- At any time on or after July 1, 2023 did your high school or school district homeless liaison, the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development, the director of a runaway or homeless youth basic center, or transitional living program or a college financial aid administrator determine that you were an unaccompanied youth who was homeless or self-supporting and at risk of being homeless?

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Whose Information Do I Use?

The intent of the FAFSA is to get an idea of your household income. Use the guide on page 2 to determine if you are a dependent student. Use this guide to figure out which parent's information to include.

- Are your parents married to each other? If yes, then report information for both parents on the FAFSA.
- Do your parents live together? If yes, then report information for both parents on the FAFSA, even if they were never married, are divorced, or are separated.
- Did you live with one parent more than the other over the past 12 months?
 - If yes, then report information on the FAFSA for the parent who provided more financial support over the past 12 months. Also, if this parent remarried, you will need to report information for their spouse on the FAFSA even though he or she may not be responsible for your college costs.
 - If no, then report information on the FAFSA for the parent who has the greater income or assets. Also, if this parent is remarried, you will need to report information for their spouse on the FAFSA.
- Are you married? If yes, report your spouse's income.
- Are you 24 or older? Use only your income unless you are married.

Federal Tax Information (FTI) Consent

The Financial Aid Direct Data Exchange, replacing the IRS Data Retrieval Tool starting with the 2024–25 FAFSA form, will transfer contributors' federal tax information from the IRS directly into your FAFSA form.

All students and contributors must provide consent and approval to:

- Disclose their personally identifiable information provided on the FAFSA form to the IRS for matching purposes.
- Obtain their federal tax information from the IRS via direct data exchange.
- Allow the U.S. Department of Education (ED) to use their federal tax information to determine the student's eligibility and amount of federal student aid.
- Allow ED to share their federal tax information with colleges, career/trade schools, and state higher education agencies for use in awarding and administering financial aid.
- Allow ED to reuse their federal tax information on another FAFSA applicant's form (e.g., if a parent has multiple dependent students or a parent's own FAFSA form).

Note: If a required contributor doesn't provide consent and approval to have their federal tax information transferred into the FAFSA form, even if they didn't file taxes or have a SSN, you (the student) will not be eligible for federal student aid.

Need Help?
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Helpful Hints

Assets

- Asset net worth means current value of the assets minus what is owed on those assets.
- Assets include: money in cash, savings, and checking accounts; businesses (over 100 employees); investment farms; other investments, such as real estate (other than the home in which you live); UGMA and UTMA accounts for which you are the owner; stocks, bonds, certificates of deposit, etc.
- Assets do not include: the home and farm where you live; UGMA and UTMA accounts for which you are the custodian but not the owner; value of life insurance; retirement plans (401[k] plans, pension funds, annuities, non-education IRAs, Keogh plans, etc.).

Important Information

- Name and Social Security number need to match what is on your Social Security card.
- If your admissions' application to UTT did not include your Social Security Number (SSN), please contact One Stop to update your file. This is used to link your admission application to the 24-25 FAFSA.
- Look for a confirmation page and review as an indicator the FAFSA was submitted correctly.

Data Security

- Always log in with an FSA ID and not personal identifiers to reduce the margin of error.
- Keep track of all usernames and passwords in a safe, secure place. You will need your FSA ID every year you complete a FAFSA, as well as to log in to all Department of Education websites.

Verification Process

Colleges are required to verify the information provided on some FAFSAs. Most people selected for verification are picked at random. If you are selected for verification, you will be contacted by our partner service called Inceptia. Complete a verification gateway profile with them and submit the reviewed documents. It is important to complete verification as soon as you are notified so there are no delays with your financial aid awarding.

First-year College Students

- The grade level for high school seniors and first-year students will be, "Never attended college and first-year undergraduate" even if you have taken AP or dual credit courses.
- The question, "What degree or certificate will you be working on when you begin the 2024-2025 school year?" is referring to the category or type of program and NOT college major. Refrain from choosing, "Other/Undecided." First-year college students will not be in a graduate program.

Communication

- Use a personal e-mail (not school) that you check often for the FSA ID and the FAFSA. You will receive IMPORTANT information and instructions via email.

Website Navigation

- To get clarification and guidance for each data field, click on the question mark next to each data box to show HELP text.
- The top of the screen will indicate whose information is needed on that page. It will say either STUDENT or PARENT. When the FAFSA says "you," it is referring to the student (not the parent).
- Make sure you select the correct form. High school seniors graduating in 2024 will need to complete the 2024-2025 FAFSA.

Special Circumstances

The 24-25 FAFSA is based on your 2022 tax return income. If you experienced a significant financial change such as a loss of job, divorce/separation, death, etc. then you may be eligible for a recalculation of your aid eligibility. Contact the UTT Financial Aid Office for more information on this possibility, and to learn about the supporting documents required for this process

For more information about college planning services and financial aid programs available to UTT students, please call **903.566.7180** or visit www.uttyler.edu/enroll