



WASFA® Helpful Hints

File the **WASFA** (Washington Application for State Financial Aid) if you are not eligible to complete the FAFSA due to immigration status.

Estimated time for completion: 1 hour

To complete the WASFA you will need:

- Your Social Security card or I-797 Form, if you have current or expired DACA status.
- Your driver's license number if you have one
- 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:
 - IRS 1040
 - Foreign tax return, IRS 1040NR, or IRS 1040NR-EZ
 - Tax return for Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, the Marshall Islands, the Federated States of Micronesia, or Palau.
- If you filled a Federal tax return, use tax return information from two years prior to the award year. For example, for the 2020-21 application, you must use information from your 2018 tax return. If you did not file a federal tax return, report the income earned in 2018.
- Records of your untaxed income, such as child support received, interest income, and veterans noneducation benefits, for you, and for your parents if you are a dependent student
- Information on cash; savings and checking account balances; investments, including stocks and bonds and real estate (but not including the home in which you live); and business and farm assets for you, and for your parents if you are a dependent student.

Apply for WASFA®

The WASFA form is available on Oct. 1 for the next school year. We encourage you to fill it out as soon as possible on or after Oct. 1. Each college may have different financial aid deadlines to ensure your financial aid offer is processed in time to begin classes.

If you are starting the application for the first time on <http://www.readysetgrad.org/wasfa> select "Start a new WASFA."

- Click on **Start a New WASFA**
- New users completing the WASFA questionnaire for the first time will be asked a series of questions to determine if the WASFA is the appropriate financial aid application. If it is, a link to the WASFA application is provided. If not, a link to the FAFSA is provided.
- Returning users wanting to create a new application, or to make corrections to an existing application, please select the Returning User button and select the appropriate link that matches the Returning User scenario.
- Follow the directions to create a WASFA Account if you do not have one.
- Select the WASFA year you will be attending college and start, edit or complete an application.
- Student: answer the student questions. If you're planning to attend Everett Community College, be sure to add EvCC's Federal School Code. It is 003776.

- When you get to the Parent Demographic tab, have your parents complete their questions. If your parent(s) do not have a Social Security Number, enter all zeros.
- Once you have entered your information, you have the opportunity to review all your answers by clicking on the View Form button. You **MUST** open and preview this form before you can acknowledge that the information is true and correct. The form will open in a separate tab. Once you have viewed it you can close the window, check the box acknowledging your information is true and correct, then click on the Next button.
- Sign My Forms – Electronic Signature. Name and password information entered must be exactly the same as when you created your account.
- Once you complete the electronic signature section, you will be redirected to the WASFA home site. If you are an independent student your application is complete and will be sent to your prospective schools. You will not receive an email confirmation.
- If you are a dependent student, you will need to invite your parents to electronically sign your application. To invite a parent click on the button in the Actions column that is highlighted to the right. Choose only one parent and make sure their email address is correct.
- Your parent will receive an email with a link to create their own account and to electronically sign your application. **This link expires in 72 hours.** If your link has expired, log back in to your student account and send a new invitation. Once your parent has electronically signed your application, your application will say completed.
- After your parent signature is complete, the WASFA application home page should now show the application is complete and the date it was completed. You will not receive an email confirmation.

Hints for Creating a WASFA account

- Be sure to enter your information accurately. Please double check the spelling of your name and your date of birth.
- If you have a social security, DACA or ITIN, enter it. If you do not, leave blank.
- If you previously applied under a 980 WASFA ID and now have a SSN, DACA, or ITIN, enter both SSN, DACA, or ITIN and WASFA ID fields.
- If you previously applied and know your WASFA ID, enter that WASFA ID. (Unique nine-digit ID starting with 980)
- If you have never applied before and do not have a SSN, DACA, or ITIN nor a WASFA ID, leave all SSN, DACA, or ITIN and WASFA ID fields blank.
- Keep in mind that an email address can only be associated with one WASFA Account. Student and Parents cannot use the same email address.
- Make sure to use an email address that is not linked to your high school since it will expire after you graduate. Make sure to keep all log in information together so you can access it each year you apply.

After you complete your WASFA Application:

If you need to make any changes to your application once you have submitted it, please log back in to the Student WASFA Home Page (Returning Users) and follow these steps:

- Sign into your WASFA account
- Select the application that needs to be updated
- Make the necessary changes
- Save your application
- Electronically re-sign your application, and if a parent previously signed your application, you will need to invite them to re-sign the application.

If you require technical assistance, please contact the **Washington Student Achievement Council** at: 888-535-0747 Option 2
wasfa@wsac.wa.gov
Monday-Friday 8am-4pm PST

You will not be able to edit your application and your schools will not be able to see your updated application until the parent signature is complete.