

WASFA Helpful Hints

File the <u>WASFA</u> (Washington Application for State Financial Aid) if you are not eligible to complete the <u>FAFSA®</u> due to immigration status. The WASFA can also be used in limited circumstances by <u>other select</u> <u>applicants</u> who cannot or choose not to file a FAFSA®

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. (Optional)
- Your driver's license number if you have one
- Your income information. This includes bank statements, a W-2 or pay stub and/or federal income tax return.
- If you filed a federal tax return, use tax return information from two years prior to the award year. For example, for the 2024-25 application, you must use information from your 2022 tax return. If you did not file a federal tax return, report the income earned in 2022.
- Additional financial information, such as child support statements, TANF or welfare information, real estate, stocks or bonds investment, family business or farm info.
- If you are a dependent student (most students under 24 years old), you will also need most of the above information from your parent(s).

Apply for WASFA®

The 2024-25 WASFA form is available. We encourage you to fill it out as soon as possible. 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 <u>http://www.readysetgrad.org/wasfa</u> follow these steps:

- Select New User or Returning User to 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 to complete. 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.
- Create and activate your WASFA Account if you do not have one.
- Select the WASFA year you will be attending college and start, edit or complete an application. Answer the questions and click on the **"Next"** button to continue moving through the application process.
- Student: 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 zero
- Once all required sections have been completed, you will be directed to the signature section for the final step. Click the **E-Sign Document** to continue

- You have the opportunity to download and review all
- your application by clicking on \checkmark icon. You <u>MUST</u> open and preview the downloaded form before you can acknowledge that the information is true and correct. <u>Please review the answers carefully and make any</u> <u>needed corrections before signing</u>. The form will open in a separate tab. Once you have viewed it you can close the tab, 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 Documents page. If you are an <u>independent student</u> your application is complete and will be sent to your prospective schools. You will receive an email confirmation.
- If you are a <u>dependent student</u>, you will need to ask your parents to electronically sign your application. To invite a parent, click on the **Review and Update** button circled on the right.

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 bank.
- 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.
- The "My Documents" section will then expand. Click the Request Parent Signature button and invite your
 parent/contributor to review and sign your application. Choose only one parent and make sure their email address
 is correct.
- Once the parent invitation is sent, you will be redirected back to the WASFA Documents page. The application status will display "Pending Parent Signature" until your parent signs. Logout of your student account.
- The parent you selected will receive an email. The parent needs to click on the link provided to bring them to the Parent Portal. Here they will create their own account using the same email address the Signature Request link was sent to. The link is only valid for 72 hours. If your link has expired, log back in to your student account and send a new invitation.
- Once the parent has electronically signed the application, they will be redirected to the WASFA Documents page. Under the "My Documents" will display the underlined message on the right.

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:

- 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.

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment. Contact the following people with inquiries or complaints regarding discrimination, Title IX compliance, or Americans with Disabilities Act compliance: Equal Opportunity Director: EqualOpportunity@everettcc.edu, 425-388-9271; ADA Coordinator: ADAcoordinator@everettcc.edu, 425-388-9232; Title IX Coordinator: TitleIXCoordinator@everettcc.edu, 425-388-9271. All offices are located in Olympus Hall 111, 2000 Tower St. Everett, WA 98201. For more information, visit the Equal Opportunity and Title IX website: EverettCC.edu/EqualOpportunity