



2020 – 2021 FAFSA CHECKLIST

If you need assistance with completing, printing, or requesting any of the task below, visit the GRADcafé where trained advisors can assist you for FREE!

Tel: 281-425-6804 | email: info@gradcafe.org | 909 Decker Dr. Baytown, TX 77520

GRADcafé.

- TO COMPLETE THE FAFSA APPLICATION (FREE Application Federal Student Aid) for the 2020 -2021 ACADEMIC YEAR**
 - This application can be found at www.fafsa.gov
 - Student and parent need completed 2018 Tax Returns and W2s (if applicable)
 - Parent and student need to create an FSA ID, creating an FSA ID can be done here <https://fsaid.ed.gov>
- PARENT AND STUDENT MUST CREATE AN FSA ID**
 - An FSA ID is a username and password that gives you access to Federal Student Aid's online systems and can serve as your legal signature
 - To create an FSA ID parent and student will need: Date of Birth (mm/dd/yyyy), Social Security #, date of parents were married, divorced, separated or widowed, and e-mail address. (**Note:** student and parent cannot have same email address)
- REQUEST TAX TRANSCRIPT FOR YOUR PARENT(S) AND YOURSELF**
 - If you or your parent(s) **worked in 2018**, you will need to request **A TAX TRANSCRIPT**. A tax transcript is not a tax return document. Tax transcript can be requested online at www.irs.gov
 - If you or your parent(s) **DID NOT WORK in 2018**, you will need to get an IRS verification of non-filing statement form 4506-T. This form can be found online at www.irs.gov (fill out and send FORM 4506-T) to IRS
- HAVE A COMPLETED ADMISSIONS APPLICATION FOR COLLEGE(S)**
 - This means a submitted application through ApplyTX, CommonApp, or paper application



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