

TEXAS ONCOURSE

FAFSA checklist

Have the following items available when completing the FAFSA to streamline the application process. Unless otherwise noted, all income information should be from the prior-prior year.

- ☐ Social Security card
 - Your name, Social Security number, and birthdate must be written exactly as they appear on your Social Security card.
- ☐ Alien registration card if not a US citizen
- ☐ Driver's license (if applicable)
- ☐ Tax and income records
 - Copy of your prior-prior year federal tax return
 - W-2s, 1040s, and other wage statements from the prior-prior year
 - Records of any taxable income received (e.g., work-study income, fellowships, grants, and scholarship aid reported to the IRS, combat pay, or special combat pay)
 - Records of nontaxable income (e.g., Social Security income, veterans' benefits, military allowances, or child support received)
- ☐ Current bank account statements, including records of stocks, bonds, mutual funds, and other investments
- ☐ Current business or investment farm records
- ☐ StudentAid.gov account
 - See the following page for instructions on how to create a StudentAid.gov account

Note: If you are a dependent student, you will also need to determine which parent(s) will be contributor(s) and make note of their full legal name and email address.

StudentAid.Gov account

The first step to completing your FAFSA is to create a StudentAid.gov account using a username and password. Your account gives you access to the Federal Student Aid (FSA) system and serves as your legal signature on the FAFSA. Use your personal information to create your StudentAid.gov account and provide a unique email address. A parent or sibling cannot create a separate account using the same email. Don't use a district-assigned email address to create your account. You'll need access to your email account to log in with your StudentAid.gov account after you graduate from high school.

For multi-factor authentication, users can list the same mobile number across different StudentAid.gov accounts. Complete this form and store it in a safe place. You'll use your account each year when you apply for financial aid.

To create a StudentAid.gov account, visit the [StudentAid.gov account creation page](#).

Student information:

Email address: _____

Username: _____

Date of birth: _____ **Backup code:** _____

Phone number(s) connected to your StudentAid.gov account: _____

Contributor information (if applicable):

Note: Your parents will use the same StudentAid.gov account for any FAFSA they complete.

Email address: _____

Username: _____

Date of birth: _____ **Backup code:** _____

Phone number(s) connected to your StudentAid.gov account: _____

TEXAS ONCOURSE

TAFSA checklist

To streamline the TASFA application process, have the following items available (if applicable). Unless otherwise noted, all income information should be from the prior-prior year. See the following page for supplemental instructions.

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Copy of TASFA

- Access the [online Texas Application for State Financial Aid \(TASFA\)](#) or download the [paper TASFA application](#).

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Personal identification

- Social Security card (if applicable)
- Alien registration card (if applicable)
- Individual taxpayer identification number (ITIN) (if applicable)
- Permanent home address (as listed on your prior-prior year tax return)
- Your college student ID number (only available if you've been accepted to the college)

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Tax and income records

- Copy of prior-prior year federal tax return
- W-2s, 1040s, and other wage statements from the prior-prior year
- Records of any taxable income received (e.g., work-study income, grants, and scholarship paid reported to the IRS, combat pay, or special combat pay)
- Records of nontaxable income (e.g., Social Security income, veteran's benefits, military allowances, or child support received)
- Current bank account statements, including records of stocks, bonds, mutual funds, and other investments
- Current business or investment farm records

Note: If you're a dependent student, you also need the above information for your parent(s).

Preparing for the TAFSA:

Additional instructions



Forms needed from the IRS

- **Tax filers** will need a copy of their **prior year tax transcript**. This is different from a tax return. You can request a copy of your tax transcript online from the IRS (note: this step takes a few weeks to process).
- **Non-tax filers** will need a **verification of non-filing letter** from the IRS.
- **Instructions for obtaining either form:**
 - Go to the [IRS Get Transcript page](#).
 - If you have a Social Security number, click the Sign in to your online account button. Otherwise, click the Get Transcript by Mail button. If requesting by mail, the request may take 5–10 days to process. If your current address is not the same as the address on your tax return, you'll need to apply for a change of address.
 - When asked for transcript type, select Return or Verification of Non-filing depending on your needs.
 - If you're unable to request a copy of your transcript or non-filing letter online or by mail, submit [IRS form 4506-T](#) directly to the IRS. Check box 7 if you are requesting the Verification of Nonfiling letter.



(Males) Selective Service registration

- **All male students aged 18 to 25** must indicate their Selective Service registration status to be eligible for financial aid. **Note: This only applies to students assigned male at birth.**
- You can find a printable Selective Service registration application online at www.sss.gov. You can also get the form at your local post office. **Note: You can register online if you have a Social Security number.**
- Mail your printed form to the following address:

Selective Service System
P.O. Box 94739
Palatine, IL 60094-4793



Completed residency affidavit

- Students must send a notarized Affidavit State of Texas (residency affidavit) to each school they apply to.
- Access the [Core Residency Questions and Residency Affidavit](#) online.
- Check with each college's financial aid office to confirm that they accept this version of the form.
- Check with your high school, bank, library, or nearby parcel shipment store to find a notary public. You can also search for nearby notaries online using the [National Notary Association's Find a Notary tool](#).