

# 10 STEPS TO FILLING OUT YOUR FAFSA

Apply by the March 1 deadline for maximum funding!



## IMPORTANT FINANCIAL AID DATES



### OCTOBER 1

FAFSA is open!

### FEBRUARY 1

UNC Scholarship Application deadline.

### MARCH 1

Make sure that your FAFSA submitted by the March 1 priority deadline and that it was sent to UNC.

### JUNE 15

Check your URSA account regularly for updates.

Contact the Office of Financial Aid with any questions you may have:

#### Office of Financial Aid

Campus Commons, 1051 22nd St.  
Greeley, CO 80639

Phone: (970) 351-4UNC

Fax: (970) 351-3737

Email: ofa@unco.edu  
unco.edu/financial-aid

Office Hours:  
8am-5pm  
Monday-Friday



- 1 Get an FSA ID:** In order to complete the FAFSA, you must obtain a Federal Student Aid ID (FSA ID). It only takes a few minutes to create one. Get yours at [fsaid.ed.gov](https://fsaid.ed.gov)
- 2 Gather the correct documents:** The FAFSA asks for information about you and your financial situation. You and your parent(s) will want to gather the following documents before starting the FAFSA:
  - Social Security Number
  - State Issued ID
  - 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.
  - Current Bank statements
  - Your Alien Registration number if you are not a U.S. citizen
- 3 Go to [studentaid.gov/FAFSA](https://studentaid.gov/FAFSA):** Remember the FAFSA is FREE when you use the official .gov site. So start here at [studentaid.gov/FAFSA](https://studentaid.gov/FAFSA). Once you start, you'll follow the steps on each screen.
- 4 Enter your personal information.** This is information like your name, date of birth, etc. If you have completed the FAFSA in the past, a lot of your personal info will be pre-populated to save you time. Make sure you enter your personal information exactly as it appears on official government documents.
- 5 Use UNC's federal school code 001349.** Upon submitting the FAFSA, they will send UNC the needed information so we can calculate the amount of financial aid you are eligible to receive.
- 6 Determine your dependency.** This section of the FAFSA will ask you questions to determine if you are a dependent or independent student. If you are under the age of 24, you are most likely a dependent student.
- 7 Enter your parent(s) demographics and financial information.** For the Parent Demographic and Financial Information section of the FAFSA, you will need to have your parent(s) help you complete this section. This is where you will need your tax information. We encourage you to use the IRS Data Retrieval Tool, which allows you to import your income information directly from your IRS tax return.
- 8 Sign the document with your FSA ID.** Once you have completed all the sections of the FAFSA, you and your parent (where applicable) will need to sign the FAFSA with your FSA ID (your parent will need to use their own FSA ID to sign the FAFSA.).
- 9 Submit the FAFSA.** Hit the button "Submit my FAFSA now" to complete the application.
- 10 Print the confirmation page.** A confirmation page will appear after submitting your FAFSA. We recommend you print this page. Also look for your Student Aid Report (SAR) in your email for any additional information or corrections that are necessary. Check your SPAM folder or junk folder for your SAR.



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