

Guide to Completing the FAFSA



THE STUDENT HAS THE OPTION TO COMPLETE THE FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

- ▶ Through the Internet, accessing the page www.fafsa.ed.gov
- ▶ Downloading the myStudentAid application on your smartphone



TO FACILITATE THE PROCESS, HAVE THE FOLLOWING DOCUMENTS AT HAND

- ▶ Number of personal identification FSA ID Financial Student Aid ID
- ▶ Social Security Number (yours and your parents', if you are their dependent).
- ▶ Driver's license ID
- ▶ Income Tax Return with all the supporting documents, from two taxable years prior to the one you are requesting, of the student and of the parents, if you are their dependent.
- ▶ Information about the income of other family members, except Social Security benefits and PAN Nutritional Assistance Program, if applicable
- ▶ High School's name and address.



FREE APPLICATION FOR FEDERAL STUDENT AID 2021-2022

Apply on time and you will have more opportunities to receive other financial aid!

The UIPR is licensed by the Board of Post-Secondary Institutions of Puerto Rico and is accredited by the Middle States Commission on Higher Education

COMMON ERRORS WHEN COMPLETING THE FAFSA

- ▶ Leave high school question unanswered
- ▶ The selection of accommodation: On campus -It is for the student who wants to live in the university's dormitories. This option is available at the San Germán, Bayamón and Optometría campuses
- ▶ Incorrect social security number of student or parents
- ▶ Student or parent's date of birth format (month / day / year)
- ▶ Incorrectly selecting the academic degree
- ▶ Year in which you will be studying (maximum 4th year), if you are an undergraduate student
- ▶ Incorrect address format

IMPORTANT NOTE:

Use the IRS data transfer and consultation tool provided by the FAFSA to complete the income portion, if you file a federal tax return.

EVERY APPLICANT MUST HAVE A PERSONAL IDENTIFICATION NUMBER

(FSA ID - Financial Student Aid ID) consists of a username and a password that will be used to sign the application electronically, make changes or know its status.

For students who are dependent on their parents, a parent will need to request their own FSA ID to sign the student's FAFSA digitally. You can apply for the FSA ID by going to: www.fafsa.ed.gov when completing the FAFSA.

Your FSA ID is used to sign documents digitally. It has the same legal weight as a written signature. Do not give your FSA ID to anyone, not even the person who helps you fill out the FAFSA. By sharing your FSA ID, you could be at risk of identity theft!



1 COMPLETE THE FAFSA ELECTRONICALLY

- ▶ Access www.fafsa.ed.gov/ or through the mobile application
- ▶ Select the language of your preference: English / Spanish
- ▶ If you are a freshman or applying for the first time, press Start the FAFSA
- ▶ If you are a renewal student, press Return to FAFSA

2

COMPLETE THE SECTIONS OF:

- ▶ Student personal data
 - Determination of the dependency situation
- For purposes of the Federal Department of Education, in order to determine the eligibility of a participant, only the emancipations conferred by a Court of competent jurisdiction in the individual's State of residence will be valid.
- Personal data of parents
- Financial information of parents, student and spouse, if applicable.
- ▶ Basic requirements for participation
- ▶ Selection of Educational Institutions
 - Enter the federal code and press search, then choose the educational institution from the chart and press add.
 - Indicate your intended accommodation (lodging) for each of the institutions included in the list.



AGUADILLA	003939	METRO	003940
ARECIBO	005026	PONCE	005029
BARRANQUITAS	005027	SAN GERMÁN	042542
BAYAMÓN	005028	DERECHO	G42509
FAJARDO	010763	OPTOMETRÍA	G42510
GUAYAMA	010764		

3

This section relates to income for students, spouses, and their parents. Below you will find a brief explanation of the correspondence between the FAFSA questions and the tax returns on income from Puerto Rico and the US.

PUERTO RICO TAX RETURN AND FEDERAL TAX RETURN

Note: These lines correspond to the form issued by the Department of the Treasury of P.R. and the Federal IRS, not the W-2 form.

- ▶ Questions 36 (student) and 84 (parent)
 - What was your adjusted gross income in 2019?**
 - PR form: page 2 Part 1 line 5*
 - IRS Form 1040: Line 8B*
 - ▶ Questions 37 (student) and 85 (parent)
 - Write the amount of your income tax for 2019. (Tax Liability)**
 - PR form: page 2 Part 3, line 26 IRS*
 - Form 1040: Line 14 minus Line 2 of Annex 2). If it is negative, write a zero.*
- Questions 38 and 39 ask for information on the income obtained for work (wages, salaries, tips, etc.) in 2019. Answer these questions whether or not a tax return has been filed.
- ▶ Questions 38 (student) and 86 (father / mother / stepfather / stepmother 1)
 - In 2019, how much did you earn from your work?**
 - PR form: page 2 Part 1, the sum of line 1B, 1C letters G, M, Q, R and T*
 - IRS Form 1040: Add the following items: Line 1 of the IRS Form 1040, lines 3 and 6 of Schedule 1 and the Line 14 (code A) of Schedule K-1 (IRS Form 1065). If any of the items is negative, do not include it in the calculation.*
 - ▶ Questions 39 (spouse) and 87 (father / mother / stepfather / stepmother 2)
 - In 2019, how much did you earn from your work?**
 - PR form: page 2 Part 1 the sum from line 1B, 1C letters G, M, Q, R and T*
 - IRS Form 1040: Add the following items: Line 1 of the IRS Form 1040, lines 3 and 6 of Schedule 1 and the Line 14 (code A) of Schedule K-1 (IRS Form 1065). If some any of the items is negative, do not include it in the calculation.*
 - ▶ Educational Opportunity Credits
 - PR form: page 2 Part 3 line 27D IRS*
 - Form 1040: Schedule 3 part1 1line 3*
 - ▶ Deductions and payment to IRA account
 - PR form: Schedules J, K, L, M and Part 3 Line 25*
 - IRS Form 1040: Schedule 1 Part II line 15 + line 19*

- ▶ Tax-exempt interest income
PR return: Schedule IE part II line 2 letters from A to I. Schedule FF part 1, line 4 IRS Form 1040: Page 1 line 2nd
- ▶ Income exempt from retirement pensions:
Ira account distribution: Schedule F Part 1 line 2
Pension Distribution: Schedule H Part 2 line 8



PUERTO RICO SCHEDULE CO (Optional computation of the tax)

- ▶ What was your adjusted gross income in 2019?
PR form: Schedule CO line 6
- ▶ In 2019, how much did you earn from your work? (salary, wages, tips, etc.)
PR form: Schedule CO boxes 1 and 2 (B and C), line 3 letters G, M, Q, R and T
- ▶ Write the amount of income tax earned for you in 2019. (Tax liability)
PR form: page 2 Part 3, line 26

PUERTO RICO RETURN SCHEDULE IE (Excluded and exempt income)

Includes excluded income such as life insurance benefits, gifts, inheritance, compensation for injury or illness, etc. and exempt income such as unemployment benefits, interest, COLA and others. All income reported on Schedule IE is reported on the FAFSA in the nontaxable income section, except:

- ▶ Social Security benefits
- ▶ Compensation received for active duty in combat zone (Combat Pay)
- ▶ Expenses reimbursed by an employer for travel, food, lodging expenses, etc.
- ▶ CAFETERIA PLAN

OTHER ECONOMIC INFORMATION W2 PR: (Withholding receipt)

Non-taxable income

- ▶ Government Retirement Fund (line 14)
- ▶ Contributions to pension plans and tax-deferred savings (line 15 CODA PLANS)
- ▶ Exempt Wages (lines 16, 17 and 18)
- ▶ Contributions to the Save Program and Double your Money (line 19)



WHAT HAPPENS AFTER I COMPLETE THE FAFSA?

The answer is received within three days after submitting the application, you will receive a message with a link to the SAR (answer about the grant). If you do not receive the answer within three days, access the FAFSA page (www.fafsa.gov) and in Section 3 select the option: "Check status of the submitted FAFSA" or "Check the Status of a Submitted FAFSA", Using your "FSA ID" you can verify the status of the grant.

WHAT DOES IT MEAN IF THE FAFSA IS SELECTED FOR VERIFICATION?

The FAFSA answer includes an asterisk (*) on the right side of the Expected Family Contribution (EFC). This asterisk means that your application was selected by the Federal Department of Education's Central Processing System (CPS) to be reviewed in a process called verification. The Financial Aid officer will verify that the information you submitted on the FAFSA is correct and they can request additional information from you for this purpose. If there is any discrepancy in what you reported on your FAFSA and the documents you submitted, the information submitted on your Free Application for Federal Student Aid will need to be corrected.

4

SIGN AND SUBMIT

In order to submit your FAFSA, you must read the terms of use and choose Accept. Press to submit the FAFSA. If you are student who is dependent on your parents, one of them must sign.

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