



GUIDE TO COMPLETING THE FAFSA®

FREE APPLICATION FOR
FEDERAL STUDENT AID

2023-2024



EVERY APPLICANT MUST HAVE A FEDERAL STUDENT AID ID (FSA ID)

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

- ▶ For students who are dependent of 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 at: <https://studentaid.gov/fsa-id/sign-in> when completing the FAFSA.

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!

COMPLETE THE FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA®) USING 2021 INCOME.

TO FACILITATE THE PROCESS, PLEASE HAVE THE FOLLOWING DOCUMENTS

- ▶ The FSA ID credential. (Financial Student Aid ID).
- ▶ Social Security number (yours and your parent's, if you are a dependent student).
- ▶ Driver's license number, if you have one.
- ▶ Date of birth (yours and your parents' date of birth, if you are a dependent student).
- ▶ Income Tax Return for the year 2021 with all attachments and withholding receipts (W-2).
- ▶ Information on other income received in the household, except Social Security benefits and Nutrition Assistance Program (NAP) benefits.
- ▶ Name and address of high school.

COMMON ERRORS WHEN COMPLETING THE FAFSA®

- ▶ Do not get an FSA ID.
- ▶ Incorrect social security number of the student or parent.
- ▶ Incorrect format of student or parent date of birth (Correct format is m/d/y)
- ▶ Leave the high school question blank or selected "NONE OF THE ABOVE"
- ▶ Select On campus when you are not actually staying on campus. The On-campus option is only available at the San Germán, Metro, Bayamón Campuses and Optometry School.
- ▶ Incorrectly select the academic degree.
- ▶ Year in which you will be studying. (maximum 4th year). If you are an undergraduate student.
- ▶ Don't sign the FAFSA®.



Did you know?

If you are filing a federal income tax return, you may be able to use the IRS Data Retrieval and Transfer Tool. This tool allows you to transfer your tax information to your FAFSA form easily, accurately and securely.

COMPLETE THE FAFSA ELECTRONICALLY

- ▶ Access [https:// studentaid.gov](https://studentaid.gov)
- ▶ 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



Step 1

Complete the demographic section

As you begin, please note the following:

- ▶ Your first name, last name and social security number must match those on your social security card. Follow this tip to avoid receiving a SAR COMMENT CODE that your information does not match the information on file with the Social Security Administration.
- ▶ If you are concerned about providing your personal information on the login page, choose the virtual keyboard option for added security.

Step 2

Select College Institutions

Enter the federal school code for each college you want to receive your FAFSA information, you can select more than one institution. Indicate your housing plans at each of the listed institutions.

- ▶ With parents
- ▶ Off campus
- ▶ On campus. This option is only for students who will be staying on campus. San German, Metro, Bayamón campuses and Optometry school.

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

Step 3

Complete the Dependency Status section.

The FAFSA form asks a series of questions that determine whether the student is dependent or independent of his parents, for the purposes of applying for federal student aid. If the student is dependent of his parents, he or she will need to provide information about their parents, even if you do not live with them.

If you answer Yes to any of the following questions, you will not have to provide information about your parents; otherwise if you answer No to all of the questions, you will have to provide your parents' information.

- ▶ I was born before January 1, 2000
- ▶ I am serving on active duty in the U.S. Armed Forces
- ▶ Since I turned age 13, both of my parents were deceased
- ▶ I was a dependent or ward of the court since turning age 13
- ▶ I am married
- ▶ I am a veteran of the U.S. Armed Forces
- ▶ I was in foster care since turning age 13
- ▶ I am currently or I was an emancipated minor
- ▶ I will be working on a master's or doctorate program (e.g., MA, MBA, MD, JD, PhD, EdD, graduate certificate)
- ▶ I now have or will have children for whom I will provide more than half of their support between July 1, 2023 and June 30, 2024
- ▶ I have dependents (other than children or my spouse) who live with me and I provide more than half of their support
- ▶ I am homeless or I am at risk of being homeless

For purposes of the Federal Department of Education to determine a participant's eligibility based on emancipation, only emancipations conferred by a court of competent jurisdiction in the individual's state of residence are accepted.

Step 4

Parents' demographic section

Answer all questions, even if you do not live with your legal parents. "Legal parents" means biological or adoptive parents, and persons referred to as "legal parents" as determined by the state (as, for example, when a person is listed as the parent on the birth certificate). A grandparent, foster parents, legal guardians, stepparents, aunts, uncles and siblings are not considered parents for purposes of this form, unless they have legally adopted the child.

Step 5 y 6

Complete the financial data section

This section relates to the income of the parents of a dependent student, the student and his spouse, in case the student is married. Below is a brief link between the FAFSA® questions and the Puerto Rico and IRS income tax returns.

What was your adjusted gross income in 2021?

PR Return: page 2 Box 1 line 5

IRS Form 1040: line 11

Enter the amount of your Tax Liability for 2021

PR Return: page 2 Box 3 line 26

IRS Form 1040: line 22 minus line 2 of Schedule 2.

If negative, enter a zero.

In 2021, how much did you earn from work?

(student/father/mother/stepparent 1)

PR Return: page 2 Box 1, the sum of line 1B, 1C, line

2 letters G, M, P, Q, R and S

IRS Form 1040: line 1 or on Form W-2

In 2021 How much did you earn from your job?

(spouse/father/mother/stepfather/stepmother 2)

PR Return: page 2 Box 1, the sum of line 1B, 1C, line

2 letters G, M, P, Q, R and S

IRS return 1040: line 1 or on Form W-2

Other financial information

Education Credits

PR return: Schedule B2

IRS Form 1040: Schedule 3-part 1 line 3

Non-taxable income

Payments to tax-deferred pension and retirement savings plans

W2 PR: (Withholding Statement)

- Government Retirement Fund (line 14)
- Contributions to tax-deferred pension and savings plans (line 15 CODA PLANS)
- Exempt Wages (line 16, 17 and 18)
- Contributions to "Ahorra y Duplica tu Dinero" program (line 19)

Federal W2

- Contributions to retirement plans (line 12a through 12d (Codes D, E, F, G, H or S)

IRA deductions and payments to self-employed qualified plans

PR Return: Schedules J, K, L and M, Part 3 Line 28

IRS Form 1040: Schedule 1 Part II Line 16 + line 20

Tax-exempt interest income

PR Return: Schedule IE Part II line 2 letters A

through I. Schedule FF Part 1, line 4

IRS Form 1040: Line 2a

Untaxed portions of IRA Distributions and Pensions

PR Return: IRA Account Distribution; Schedule F Part 1 line 2

PR Return: Pension Distribution; Schedule H Part 2 line 8 and Schedule IE Part II line 15

IRS Form 1040: Page 1-line 4a +5a - line 4b + 5b

Other non-taxable income

PUERTO RICO RETURN: SCHEDULE IE

(EXCLUDED AND EXEMPT INCOME)

Include excluded income such as life insurance benefits, gifts, inheritances, compensation for injuries or illness, etc. and exempt income such as COLA and others. All income reported on Schedule IE are reported on the FAFSA in the non-taxable income section, except:

- Social Security benefits
- Compensation received for active duty in a combat zone
- Combat Pay
- Expenses reimbursed by an employer for travel, food, lodging, etc.
- CAFETERIA PLAN
- Unemployment Benefits

IRS Form 1040: Schedule 1-line 13d, "Untaxed Portions of Health Savings Account"

Step 7

Sign and Submit

- ▶ In order to submit your FAFSA®, you must read the terms of use and choose Accept.
- ▶ Then, press submit the FAFSA® now.
- ▶ Make sure you sign in with your FSA ID (your username and password) so that your FAFSA® can be processed as quickly as possible.
- ▶ If you are a dependent student of your parents, a parent's signature is required from one of them.
- ▶ When you see your confirmation page, you will know that you submitted your FAFSA® form successfully. If you provided an email address on the form, you will automatically receive the confirmation page via email. There are some differences between the confirmation email that you will receive and the information you will see on the FAFSA® page before you leave the form; that's why is advisable to print or save your confirmation page before you leave. For example, the confirmation email will not include graduation, retention and transfer fees for the college institutions that you listed on your FAFSA form.



WHAT HAPPENS AFTER I COMPLETE THE FAFSA?

After you submit your Free Application for Federal Student Aid (FAFSA®) through FAFSA on the Web, the U.S. Department of Education will process your FAFSA® within three to five days. If you do not receive a response within three to five days, go to the FAFSA® page (<https://studentaid.gov/h/apply-for-aid/fafsa>) and check the status of your FAFSA®.

Once your FAFSA® has been processed, you will receive your Student Aid Report, (the document that summarizes the information you provided on the application). Review this report and make sure all information is complete and accurate. If there are errors or omissions, correct or complete the FAFSA® information as soon as possible.

The Student Aid Report will include your Expected Family Contribution (EFC). The EFC will be used by the college to determine the schedule award of the Federal Pell Grant and other types of federal, state, and institutional student aid.



THE FAFSA® APPLICATION WAS SELECTED FOR VERIFICATION?

If the FAFSA® response 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) for review in a process called Verification. The financial aid officer is authorized to request additional information from you to verify that the information you entered on the FAFSA® is correct and accurate. If there is a discrepancy or inconsistency between what you reported on your FAFSA® and the documents submitted, you must correct the information on your Free Application for Federal Student Aid FAFSA®.

KEEP CONNECTED

To received help to complete the FAFSA®.

EMAIL

Aguadilla	aeuser@aguadilla.inter.edu
Arecibo	asistencia.economica@arecibo.inter.edu
Barranquitas	asistenciaeconomica@br.inter.edu
Bayamón	asistencia@bayamon.inter.edu
Fajardo	aeconomica@fajardo.inter.edu
Guayama	asistencia.economica@guayama.inter.edu
Metro	oficina.asistencia.economica@metro.inter.edu
Ponce	economicas@ponce.inter.edu
San Germán	asistenciaeconomica@intersg.edu
School of Law	asistecon@juris.inter.edu
School of Optometry	financialaid@opto.inter.edu

VIRTUAL ROOMS

http://bit.ly/economicasagu
http://bit.ly/economicasare
http://bit.ly/economicasbr
http://bit.ly/economicasbay
http://bit.ly/economicasfaj
http://bit.ly/economicasgua
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