

FAFSA COMPLETION TIPS

FINANCIAL AID AND VETERAN SERVICES • 1108 FREMONT STREET, SSC 103 • STEVENS POINT, WI 54481-3987 • WWW.UWSP.EDU/FINAID

Before Applying

- Create an FSA ID at studentaid.gov, and keep it with your records.
 - Dependent Students: parents must also have or create an FSA ID
- Gather needed materials for filling out your Free Application for Federal Student Aid (FAFSA): federal tax returns, W-2s and other records of money earned, bank and investments statements, and records of untaxed income.
 - Dependent Students: parents will also need these materials
- Keep copies of your federal income tax forms and other documents for your records.

While Applying

- File the correct FAFSA for the correct school year.
- Read the FAFSA instructions carefully as you complete the FAFSA.
- Make sure your Social Security Number is accurate.
- Use the exact name on your social security card. Notify the Social Security Administration if you change your name due to marriage or other reasons.
- You must provide consent for the retrieval and disclosure of your federal tax information from the IRS to the FAFSA. Without this consent, you will not be eligible for federal student aid.
- Use UWSP's Federal School Code (**003924**) to indicate that you want your FAFSA information sent to us.
- Make sure you have the appropriate electronic signatures (yourself and your parents, if applicable).
- Be sure you click "submit" otherwise your application is not complete.

After Applying

- Keep a copy of the confirmation number after filing your FAFSA.
- Update your home address if it changes.
 - UWSP address changes may be made in [accesSPoint](#) at any time
- Log into FSA to update your contact information.
- Check your UWSP student e-mail account frequently. We will send emails to your UWSP student email account throughout the year.
- Include your name and UWSP ID on every document you send us.
- Be sure to complete the FAFSA each year by our priority date. You can view important dates on our [Dates and Deadlines](#) webpage.
 - If you have a FAFSA on file from the previous year, use the FAFSA Renewal Application to pre-populate certain data elements.