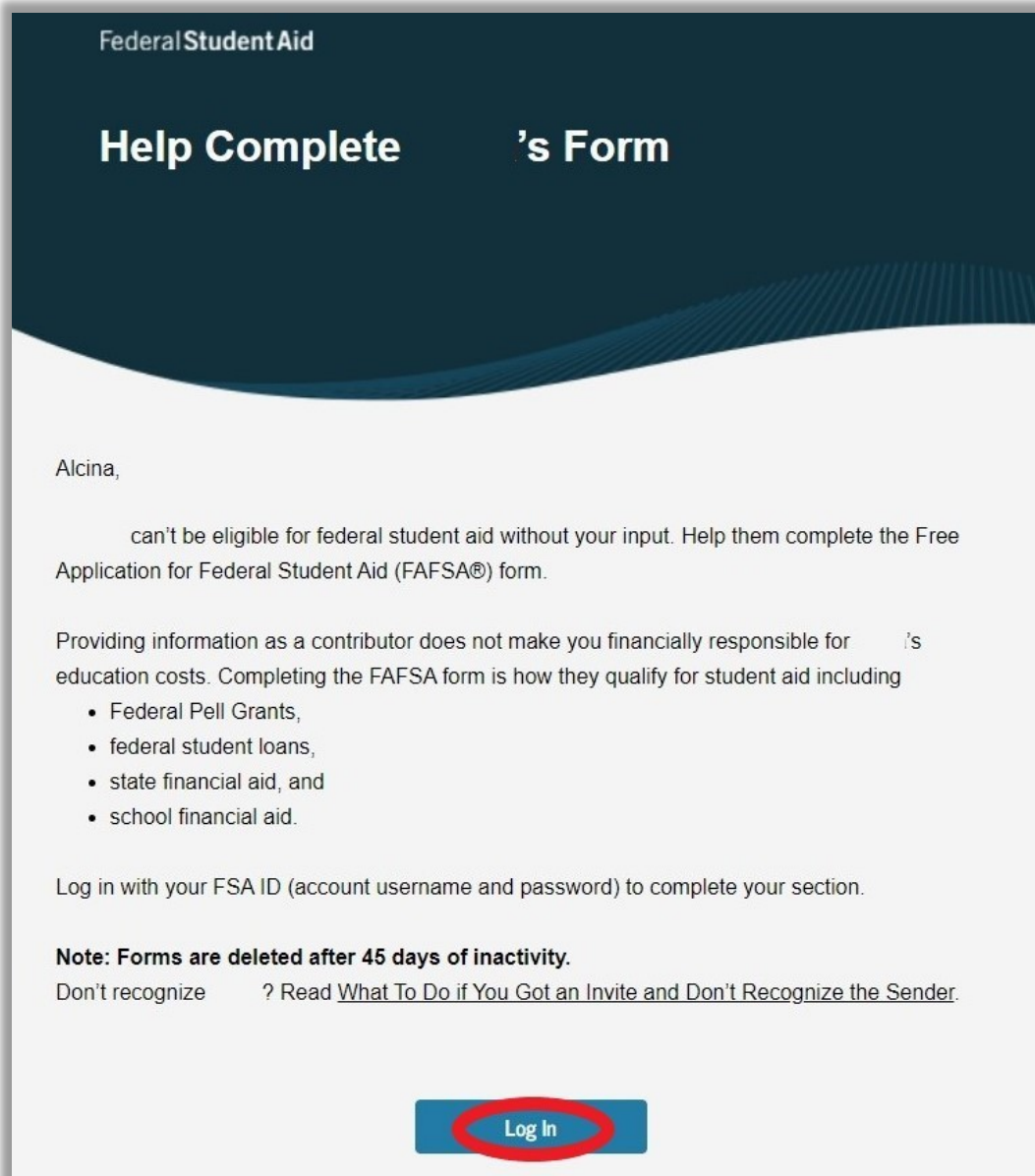


Once the student has identified you as a Parent Contributor an invite will be sent to your email. The email will look like the one below.

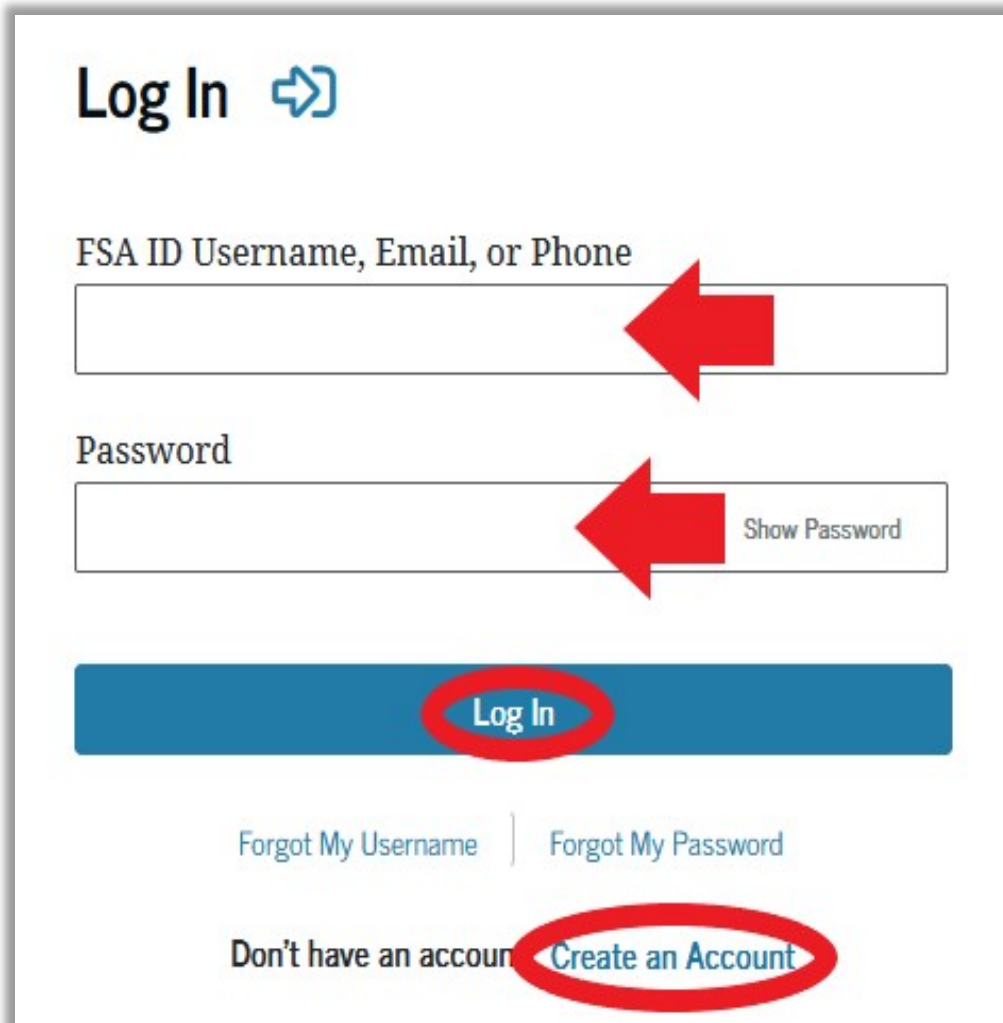


Click on “Log In” to start the parent section of the FAFSA.

If you do not have an FSA ID click on “Create an FSA ID.” You can find a guide here:

https://www.niu.edu/financial-aid/_pdf/tutorials/fsa-id.pdf

If you have an FSA ID then type it in along with your password and then click on “Log In” to continue.



The image shows a login form with the following elements:

- Log In** with a right-pointing arrow icon.
- A text input field labeled "FSA ID Username, Email, or Phone" with a red arrow pointing to its right side.
- A text input field labeled "Password" with a red arrow pointing to its right side and a "Show Password" link on the right.
- A blue "Log In" button circled in red.
- Links for "Forgot My Username" and "Forgot My Password".
- A link for "Don't have an account" followed by a "Create an Account" link circled in red.

You can click “Forgot My Username” or “Forgot My Password” if you do not remember them.

If you have further issues entering your account outreach to 1-800-4-FED-AID or 1-800-433-3243

Once you have logged in click on “Accept Invitation.”

My Activity

Wants Your Help on a FAFSA® Form

has identified you as a parent on their *Free Application for Federal Student Aid (FAFSA®)* form.

Parents are required to provide their financial and demographic information on the student's FAFSA form. This does not make you financially responsible for Raya's educational costs or any federal student loans they decide to accept.

Visit the [2024-25 FAFSA Help Center](#)

[Accept Invitation](#) [Decline Invitation](#)

By accepting this invitation, you agree to share your personal and contact information from your StudentAid.gov account on the student's FAFSA form. Once you accept, your information will be linked to this form.

An illustration showing a woman on the left holding a book, a man on the right with a hand to his chin in a thinking pose, and below them, a man and a woman with a child, representing a family and a student.

By Accepting This Invitation You Agree to Share Your Information

We will need to use some personal information we already have on file about you in order to fill out the necessary steps in this FAFSA® form. To accept this invitation, select “Continue.”

[Go Back](#) [Continue](#)

Click on “Continue.”

The next page should say “Parent Contributing to the FAFSA Form” at the top.

Parent Contributing to the FAFSA® Form

You have entered [redacted]'s FAFSA® form!

- This FAFSA form can't be submitted for processing until you provide some required personal and financial information. Processing will occur after January 2024.
- You can save this form and come back to it later.

Frequently Asked Questions

- Why have I been invited to contribute to this FAFSA® form?
- Does contributing to the form mean I'm responsible to pay for college?
- What do I need to complete my section(s)?
- What kind of information will I be asked to provide?
- What happens after I complete my sections?

[Previous](#) [Continue](#)

Click on “Continue.”

Understanding the FAFSA® Form

1 of 4

What is the FAFSA® form?

Use the *Free Application for Federal Student Aid* (FAFSA®) form to apply for grants, scholarships, work-study funds, and loans for college or graduate school.



Previous

Continue

Click on “Continue.”

Understanding the FAFSA® Form

2 of 4

Contributors to the FAFSA® Form



Parents or Spouses

Your answers on the FAFSA form will determine if any contributors need to be identified. These contributors will complete their own sections of the form and are asked to provide personal and financial information, but will not become financially responsible for your education.



How to Invite

Contributors will need to log in with their own FSA ID to provide their information. To invite a contributor to your FAFSA form, you'll need to provide their name, date of birth, Social Security number, and email address.

Information or Documents You May Need ▾

Previous

Continue

Click on “Continue.”

Understanding the FAFSA® Form

3 of 4

What To Expect

How long will this take? ⌚ 1 hour

Every contributor must provide consent and approval for you to be eligible for federal student aid. With your consent and approval, we can obtain your federal tax information automatically from the IRS to help you complete the FAFSA® form. You can save the form and return to it later if you need more time.

Previous **Continue**

Click on “Continue.”

Understanding the FAFSA® Form

4 of 4

After Submitting the FAFSA® Form

After submission, you'll need to check on the status of your FAFSA® form and make corrections, if required.

- After January 2024, your form will be processed within 3 days.
- You'll receive a FAFSA Submission Summary. It will include the Student Aid Index (SAI), a number used to determine federal student aid eligibility.
- Schools will use your SAI to create your financial aid offer that explains the types and amounts of aid they are offering you. Most schools will wait to send you an aid offer only after they accept you for admission.

Previous **Start FAFSA form**

Click on “Start FAFSA form.”

Review the Parent Identity Information and Permanent Mailing Address to confirm everything is accurate.

Name

Date of Birth
5/5/2001

Social Security Number
•••••-1234

Email Address

Mobile Phone Number
(555) 555-5555

To update this information for all U.S. Department of Education communications, go to [Account Settings](#).

Permanent Mailing Address
Include apartment number.

123 Sesame Street

City
New York

State
New York (NY)

Zip Code
54321

Country
United States

[Previous](#) [Continue](#)

Click on “Continue.”

Provide Consent and Approval or the Student Will Be Ineligible for Federal Student Aid

If you do not provide consent to disclose Federal Tax Information (FTI) the FAFSA will be considered incomplete and the student will be ineligible for federal aid.

— Frequently Asked Questions —

Who should provide consent and approval? ⌵

If I'm married and didn't file a joint tax return with my current spouse, does my spouse have to provide consent and approval for you to access their tax information? ⌵

Yes, your spouse will also need to provide consent and approval.

What happens after I provide consent and approval? ⌴

Once you give consent and approval, the transfer of your tax information will begin. Your consent and approval will remain in place.

What happens if I decline consent and approval? ⌴

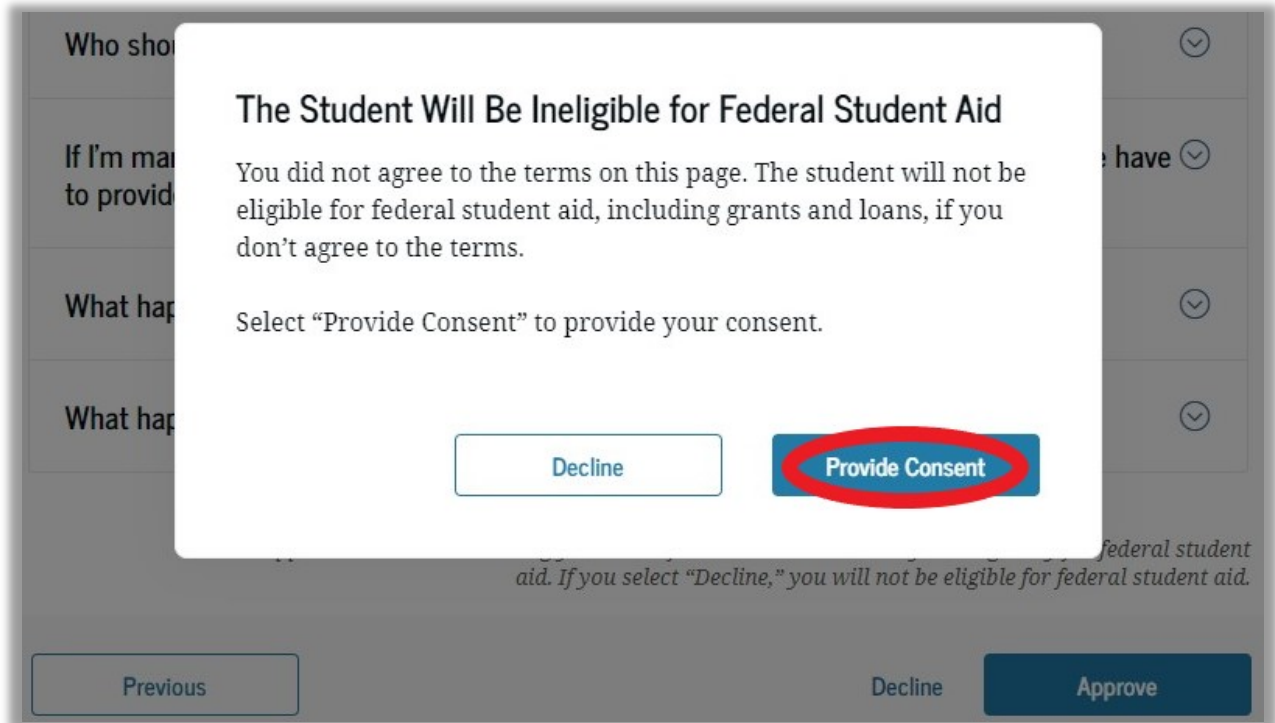
If you decline consent and approval, you must manually provide your income information and the student will not be eligible for federal student aid. Declining consent and approval prevents us from requesting your federal tax information from the IRS. This information would have been used for the purpose of completing the FAFSA form.

Select "Approve" to consent to using your tax information to determine the student's eligibility for federal student aid. If you select "Decline," the student will not be eligible for federal student aid.

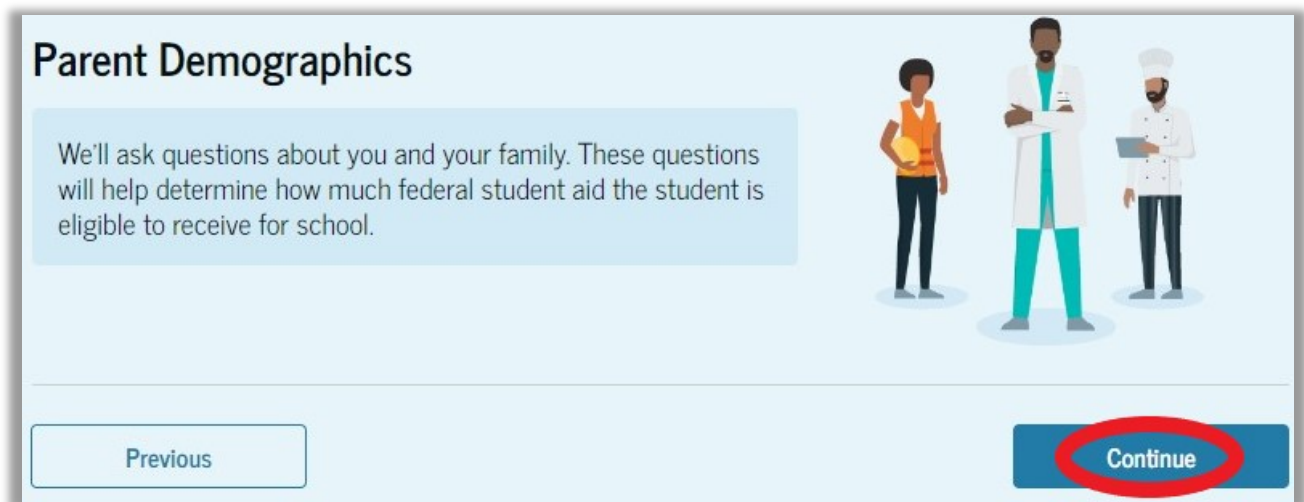
[Previous](#) [Decline](#) [Approve](#)

Click on “Approve.”

If you click on “Decline” you will be prompted again. Click on “Provide Consent.”



The next section will be “Parent Demographics.” Click on “Continue.”



Select your current marital status.

The screenshot shows a three-step process: 1. Demographics, 2. Financials, and 3. Signature. The current step is 'Parent Current Marital Status', which is highlighted with a red rounded rectangle. It contains a list of radio button options: 'Single (never married)', 'Unmarried and both legal parents living together', 'Married (not separated)' (which is selected), 'Remarried', 'Separated', 'Divorced', and 'Widowed'. At the bottom, there is a 'Previous' button on the left and a 'Continue' button on the right, which is circled in red.

Click on “Continue.”


Parent Spouse or Partner

First Name
 ←

Last Name
 ←

Date of Birth
Month Day Year
 ←

Social Security Number (SSN)
 ← Hide

The parent spouse or partner doesn't have an SSN.

Email Address
 ←

Confirm Email Address
 ←

You may be prompted to invite a spouse or partner to also be a contributor to the student's FAFSA. Enter the identifying information and then click "Send Invite."

Once the invite has been sent click “Continue.”

1 Demographics 2 Financials 3 Signature


Invite the Parent Spouse or Partner to This FAFSA® Form


We Need Information About the Parent Spouse or Partner

The Parent's Spouse or Partner information is needed for the student to receive federal student aid, including grants and loans. This does not make them financially responsible for the student's education. Invite the parent spouse or partner to the FAFSA form now and have them complete their required section.

Enter information about the parent spouse or partner and we'll send an email on your behalf.

Provide the parent spouse's or partner's full legal name as it appears on their Social Security card. Their email does not have to match their account username and password (FSA ID).


Parent Spouse or Partner
Kay Lee

 Invite sent to Kay Lee

Previous **Continue**

Enter your state of legal residence. Enter the date you became a legal resident of that state. Click on “Continue.”

1 Demographics 2 Financials 3 Signature

Parent State of Legal Residence

State
Illinois (IL)

Date the Parent Became a Legal Resident of Illinois (IL)

Month Year
05 2000

Previous Continue

The next section will be “Parent Finances.” Click on “Continue.”

Parent Finances

The FAFSA® form helps determine the student's eligibility for federal student aid. In this section, we ask about your financial information.

What if you have special financial circumstances?

⚠ The Student Will Be Ineligible for Federal Student Aid
If you proceed without providing consent and approval to using IRS information in this FAFSA® form, you will need to provide financial information manually and will not be eligible for federal student aid, including grants and loans.

Provide Consent

Previous Continue

Check the boxes for any federal benefits received in 2022 or 2023. If you did not receive any benefits, select “None of these apply.” Then click “Continue.”

Demographics 2 Financials 3 Signature

Federal Benefits Received

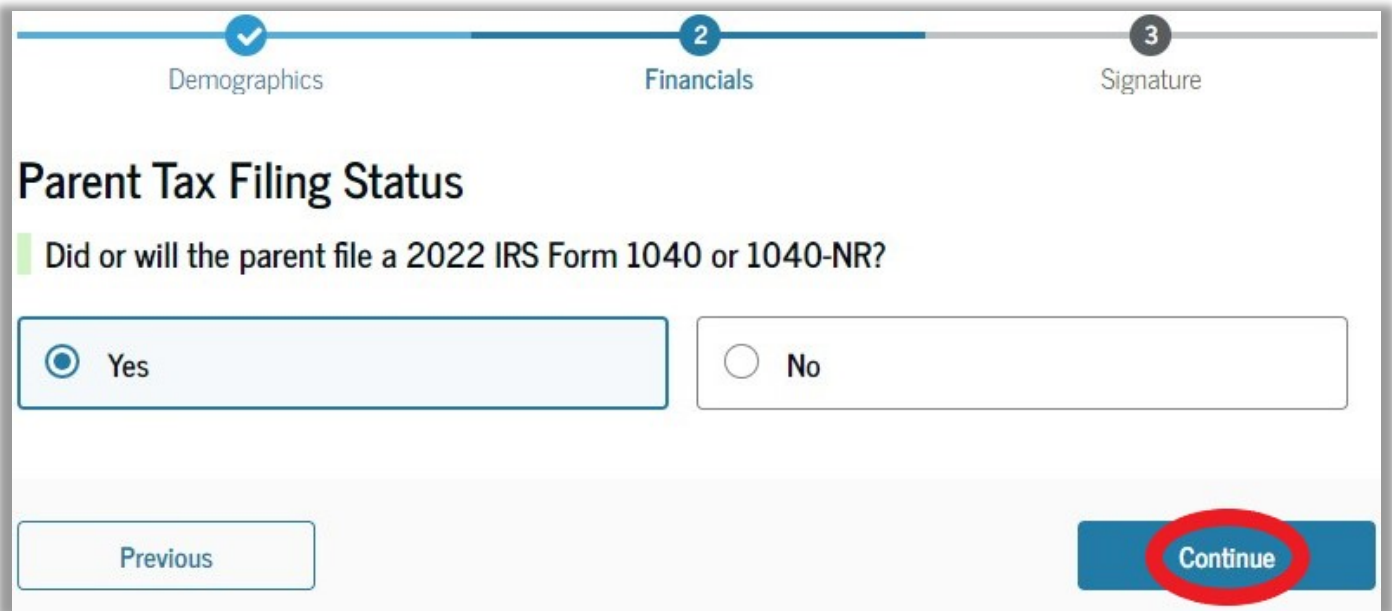
Responses Don't Affect Federal Student Aid Eligibility
Your answers to these questions will not negatively affect the student's eligibility for federal student aid or these federal benefits.

At any time during 2022 or 2023, did the parent or anyone in their family receive benefits from any of the following federal programs?
Select all that apply.

- Earned Income Tax Credit (EITC)
- Federal Housing Assistance
- Free or Reduced Price School Lunch
- Medicaid
- Refundable Credit for Coverage Under a Qualified Health Plan (QHP)
- Supplemental Nutrition Assistance Program (SNAP)
- Supplemental Security Income (SSI)
- Temporary Assistance for Needy Families (TANF)
- Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)
- None of these apply

Previous **Continue**

If you chose not to provide consent to the FTI you will need to manually input your tax information. If you consented to FTI skip to page 16.



The screenshot shows a three-step progress bar at the top: 1. Demographics (checked), 2. Financials (current step), and 3. Signature. The main heading is "Parent Tax Filing Status". Below it is the question: "Did or will the parent file a 2022 IRS Form 1040 or 1040-NR?". There are two radio button options: "Yes" (selected) and "No". At the bottom left is a "Previous" button, and at the bottom right is a "Continue" button, which is circled in red.

Enter your 2022 federal tax filing status.

Enter information about the family size.

Demographics **2** Financials Signature

Family Size

Is the parent's family size different from the number of individuals claimed on their 2022 tax return?

Family size includes: The parent (and their spouse), The student, other people, if they now live with the parent and the parent will provide more than half of their support between July 1, 2024, and June 30, 2025. This includes dependent children who meet these criteria, even if they live apart because of college enrollment.

Yes No

The parent's family size is **5**
Parent: 1 Other Parent: 1 Student: 1 Parent's Children and Other Dependents: 2

Enter the number of children or other dependents who live with the parent and will receive more than half of their support from the parent between July 1, 2024 and June 30, 2025.
Do not include the student applicant.

2

Previous **Continue**

If you select “Yes” you will need to enter a number for the additional dependents. Click on “Continue.”

From the total family size on the previous page enter in how many of them will be enrolled in college for the 2024-2025 academic year. You should enter at least “1” for the student. Do **NOT** include the parent(s).

The screenshot shows a three-step progress bar at the top: 1. Demographics (checked), 2. Financials (current step), and 3. Signature. The main heading is "Number in College". Below it is a question: "How many people in the parent's family will be in college between July 1, 2024, and June 30, 2025?". A note below the question says "Do not include parent(s)". A text input field contains the number "1", with a large red arrow pointing to it from the right. At the bottom, there is a "Previous" button on the left and a "Continue" button on the right, which is circled in red.

Click on “Continue.”

If you chose not to provide consent to the FTI you will need to manually input your tax information. If you consented to FTI skip to page 21.

Parent 2022 Tax Return Information

Refer to the parent's 2022 tax return to answer the following questions.
Convert all currency to U.S. dollars.

Where to find this information on the tax form

Filing Status

Single

Head of household

Married filing jointly

Married filing separately

Qualifying surviving spouse

Income Earned From Work

\$.00

Enter any relevant information from your 2022 Federal Tax Return. If any responses are zero you must type “0” in the appropriate field.

Tax Exempt Interest Income

\$.00

Untaxed Portions of IRA Distributions

\$.00

IRA rollover into another IRA or qualified plan

\$.00

Untaxed Portions of Pensions

\$.00

Pension rollover into an IRA or other qualified plan

\$.00

Adjusted Gross Income

\$.00

Make sure to complete all responses.

Depending on your responses you may not be required to answer all tax questions shown in this guide.

Adjusted Gross Income

\$.00

Income Tax Paid

\$.00

Did the parent receive the Earned Income Tax Credit (EITC)?

Yes
 No
 Don't know

IRA Deductions and Payments to Self-Employed SEP, SIMPLE, and Qualified Plans

\$.00

Education Credits (American Opportunity tax credit and Lifetime Learning tax credit)

\$.00

Did the parent file a Schedule A, B, D, E, F, or H with their 2022 IRS Form 1040?

Yes No

Don't know

Net Profit or Loss From IRS Form 1040 Schedule C

\$.00

Amount of College Grants, Scholarships, or AmeriCorps Benefits Reported as Income to the IRS (optional)

The parent paid taxes on these grants, scholarships, or benefits. These usually apply to those renewing their FAFSA® form, not to first-time applicants. If married, include amount parent's spouse/partner received.

\$.00

Foreign Earned Income Exclusion

\$.00

[Previous](#) [Continue](#)

Click on “Continue” and then skip to page 22.

Enter any relevant information from your 2022 Federal Tax Return. If any responses are zero you must type “0” in the appropriate field before clicking “Continue” to move on.

Parent 2022 Tax Return Information

Refer to the parent’s 2022 tax return to answer the following questions.
Convert all currency to U.S. dollars.

IRA rollover into another IRA or qualified plan

\$.00

Pension rollover into an IRA or other qualified plan

\$.00

Amount of College Grants, Scholarships, or AmeriCorps Benefits Reported as Income to the IRS (optional)

The parent paid taxes on these grants, scholarships, or benefits. These usually apply to those renewing their FAFSA® form, not to first-time applicants.

\$.00

Foreign Earned Income Exclusion

\$.00

[Previous](#) [Continue](#)

Enter information about any child support you received. Enter information about your current assets. Do **NOT** list the value of your primary home in question 3. If any responses are zero you must type “0” in the appropriate field before clicking “Continue” to move on.

Annual Child Support Received
Enter the total amount of child support the parent received for the last complete calendar year.

\$.00

Parent Assets

Current Total of Cash, Savings, and Checking Accounts
Don't include student aid.

\$.00

Current Net Worth of Investments, Including Real Estate
Don't include the home the parent lives in. Net worth is the value of the investments minus any debts owed against them.

\$.00

Current Net Worth of Businesses and Investment Farms
Enter the net worth of the parent's businesses or for-profit agricultural operations. Net worth is the value of the businesses or farms minus any debts owed against them.

\$.00

[Previous](#) [Continue](#)

Review the information to ensure it is true and accurate. Click on “Continue.”

Parent Sections Expand All ▾

- Introduction
Personal Identifiers ▾
- Section 1
Demographics ▾
- Section 2
Financials ▾
- Section 3
Signature ▾

Contributor Section

This Section Is Shared With One Contributor [Manage Contributor Information](#)

This FAFSA® form is shared with the individual listed below. View who you invited and the status of their section.

Contributor	Role	Date Added	Status
John Smith	Parent Spouse or Partner	11/30/2023	<input checked="" type="checkbox"/> Invite Sent

Previous **Continue**

✓ Financials 2 Signature

Sign and Submit the FAFSA Form

Summary

This page confirms that you understand the terms and conditions of the FAFSA® form and filled out the form accurately to the best of your ability.

The FAFSA form is a legal document you will electronically sign with your account username and password (FSA ID). Because your FSA ID is associated with your personal information, do not share it with anyone.

By signing the student's application electronically using your account username and password, YOU, THE PARENT, certify that all of the information you provided is true and complete to the best of your knowledge and you agree, if asked, to provide

- information that will verify the accuracy of your completed form, and
- U.S. or foreign income tax forms that you filed or are required to file.

You also certify that you understand that the secretary of education has the authority to verify information reported on your application.

If you sign this application or any document related to the federal student aid programs electronically using a username and password, and/or any other credential, you certify that you are the person identified by the username and password, and/or any other credential and have not disclosed that username and password, and/or any other credential to anyone else. If you purposefully give false or misleading information, including applying as an independent student without meeting the unusual circumstances required to qualify for such a status, you may be subject to criminal penalties under 20 U.S.C. 1097, which may include a fine up to \$20,000, imprisonment, or both.

Sign for yourself and submit the application for _____ (Student).

I, _____, agree to the terms outlined above.

Cancel

Sign

Read the information, check the “Agree” box, and then click “Sign.”

If your spouse or partner needs to submit their information, you should see the following confirmation screen when done.

You're Almost There!
The parent section is complete!

Requirements for FAFSA® Submission
This FAFSA® form is not complete until all required contributors fill in their sections of the form and sign it. Once completed, the FAFSA form will be submitted for processing after January 2024.

Track and Manage the Student's FAFSA® Form [View Status](#)

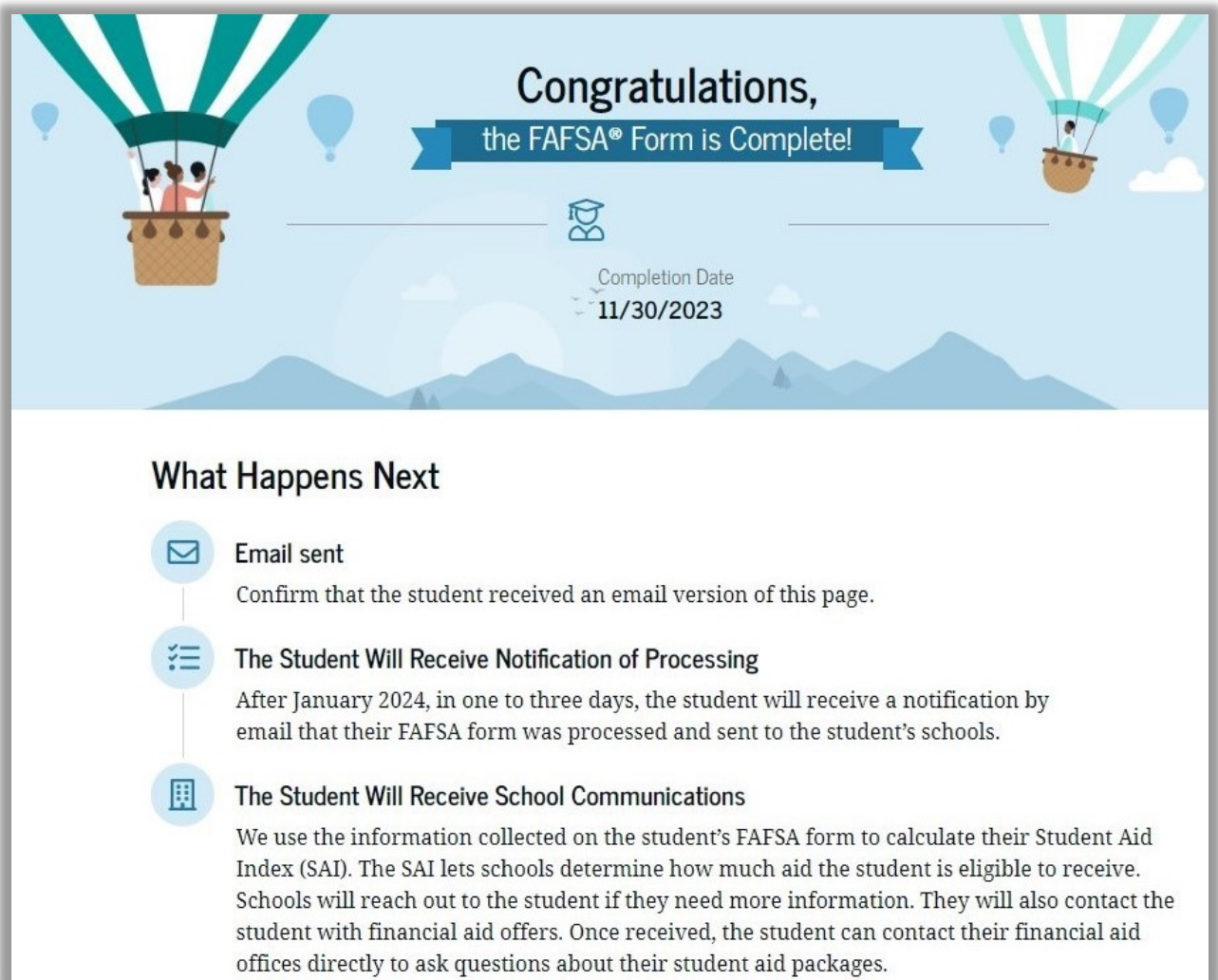
You can check the status of the student's application in the "My Activity" section of your StudentAid.gov account. We will let you know if we need anything more from you.

Here's What You Can Do Next

- Check Your Email**
You will receive an email version of this page at the following email address:
- This FAFSA® Form Still Needs Contributor Information**
The invited contributor(s) will receive an email invitation to join this form every seven days until the application is complete.

An incomplete FAFSA will be deleted after 45 days of inactivity by the US Department of Education. The student and all contributors will have to start over from the beginning.

If every contributor has submitted their information, you should see the following confirmation screen when done.



The student will receive an email notification once the US Department of Education has processed the FAFSA information.