How to Complete the WASFA
Washington Application for State Financial Aid

WASHINGTON
OPPORTUNITY PATHWAYS

WASHINGTON STUDENT
ACHIEVEMENT COUNCIL
EDUCATION · OPPORTUNITY · RESULTS

READY
SET
GRAD

Overview

WASFA Privacy Statement

The Washington Student Achievement Council (WSAC) administers state financial aid including the State Need Grant, College Bound Scholarship and the Washington Application for State Financial Aid, or WASFA, for undocumented individuals. The Council is committed to providing opportunities and support to ensure every Washington student is able to pursue education beyond high school.

Regarding concerns that students, parents, and other partners may have about the confidentiality of information submitted on the WASFA, the purpose of the application is to provide eligibility information to colleges and universities in Washington that offer State Need Grant and College Bound Scholarship. WSAC shares application information with campuses listed by the student so those schools may determine eligibility for resident tuition and financial aid. Campuses are not permitted to use the information for other purposes or share the data with other parties.

WSAC is committed to protecting the confidentiality of the information and privacy of students and families. Washington is a state committed to providing opportunities to students and protecting the rights of families.

Overview

The WASFA application can be found at http://www.readysetgrad.org/wasfa. The following instructions will aid you in successfully completing the WASFA.

New users completing the WASFA questionnaire for the first time will be asked a series of questions to determine if the WASFA is the appropriate financial aid application. If it is, a link to the WASFA application is provided. If not, a link to the FAFSA is provided.

Returning users wanting to create a new application, or to make corrections to an existing application, please select the **Returning User** button and select the appropriate link that matches the Returning User scenario.

New User or Returning User?

Select **New User** or **Returning User.**

New Users will be asked a series of eligibility questions to ensure the WASFA is the correct application before bringing the User to the login page to create a new account

New User

- Complete a WASFA for the first time
- Eligibility questionnaire

Start A New WASFA

Returning User

- Make a correction/Add a school
- Submit an application for a new year

Returning User

Returning User Screen

Choose which Returning User scenario applies to you.

If you have filed a WASFA in the past and want to file a WASFA for a new year:

- If the last WASFA application you filled out was PRIOR to October 1, 2016, you will need to **create a new** WASFA account.

- If the last WASFA application you filled out was AFTER October 1, 2016, you need to sign into your WASFA account and then select the application year you wish to file.

For changes to a previously submitted WASFA, or to add a college to your WASFA:

- Sign into your WASFA account.

- Select the application you would like to change.

- Make the desired changes.

- Complete the electronic signature.

  - If parent signature was required on the application, your parent will need to be invited to sign again.

Contact the Washington Student Achievement Council with questions at wasfa@wsac.wa.gov or 888-535-0747, option 2.

Returning User – Forgot Password or Security Answer

If you have forgotten your password please click on the "Forgot your password" link from the sign in page. You will be prompted to enter the email address you used when you registered, and a security code that is provided for you.

After that you will receive an email with a temporary password directing you back to the site to login. You will need to know the security answer you provided when you created your account to login with the new password.

If you have forgotten your security answer contact WSAC at 888-535-0747, Option 2, or wasfa@wsac.wa.gov.

LOGIN

Email Address:
WASFA@gmail.com

Password:
•••••

Forgot your password?

Sign In

Use this form to reset your account password

Email Address

❓ Please enter the email address you used to create your account. Once you reset your account, your password will be emailed to you.

Security Code

❓ Please enter the security code that appears in the image below. This helps us prevent unauthorized automation of our services. If you cannot read the numbers, reload the page to generate a new image.

727610

Reset My Password   Cancel

Eligibility Questions for New Users

1

The Washington Application for State Financial Aid or WASFA is a free application for state financial aid for students who are not eligible for federal aid because of immigration status, including undocumented students. After you complete the WASFA, the college(s) you choose will use your information to determine your state financial aid eligibility. State financial aid could include State Need Grant, the College Bound Scholarship, or State Work Study.

The following questions will ensure the WASFA is the correct application for you.

Start

2

Are you a U.S. Citizen (U.S. National) or one of the following?

- U.S. permanent resident with a Permanent Resident Card (also known as "Green Card").
- Conditional permanent resident (Form I-551C).
- Other eligible non-citizen with an Arrival-Departure Record (I-94) from the Department of Homeland Security showing any one of the following designations: "Refugee," "Asylum Granted," "Parolee," or "Cuban-Haitian Entrant."
- A citizen of the Republic of Palau (PW), the Republic of the Marshall Islands (MH), or the Federated States of Micronesia (FM).
- U.S. national (including natives of American Samoa or Swains Island).
- A T-Visa holder.

○ Yes
○ No

Previous   Next

3

Do you currently have a Social Security Number (SSN), Tax ID, Work Authorization, or have current or expired Deferred Action for Child Arrival (DACA) status from the US Citizen and Immigration Services (USCIS)?

○ Yes
○ No

Previous   Next

4

Will you have met all residency requirements below before enrolling in college?

- Graduated from a Washington high school with a diploma, earned a GED, or earned a diploma equivalent. High school graduates must have finished their full senior year at a Washington high school.
- Lived in Washington for at least three consecutive years (36 consecutive months) immediately before the date you earned a high school diploma, GED, or equivalent.
- Continuously lived in Washington after the date you earned a high school diploma, GED, or equivalent.

○ Yes
○ No

Previous   Next

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WASFA Eligible

Based on your responses, you are eligible to file the Washington Application for State Financial Aid (WASFA). Please click the button below to begin your application.

Click here to apply

Note: You will be redirected from ReadySetGrad to our partnered website, Regent to complete your application. For more information, and to make future updates to your application, please visit: www.readysetgrad.org/wasfa.

Create New Account – Step 1

To begin, create an account by selecting the **Create Your Account** button on the screen shown to the right.

LOGIN

Email Address:

Password:

Forgot your password?

Sign In

NEED AN ACCOUNT?

To access the WASFA, please create an account.

Create Your Account

Create New Account – Step 2

Answer another FAFSA Eligibility Question. If eligible for FAFSA, applicant will be redirected to the FAFSA site. If not, applicant will continue to fill out WASFA application.

Washington Application for State Financial Aid (WASFA)

Washington State financial aid applicants should only submit one financial aid application (FAFSA or WASFA) per academic year. If you have already completed a FAFSA or are eligible to apply for federal financial aid you do not need to complete a WASFA.

Are you eligible to complete an Application for Federal Student Aid (FAFSA) or have you already submitted a FAFSA?

○ Yes   ○ No

Create new account – Step 3

Register for new WASFA Account

CREATE YOUR ACCOUNT

Please complete the following registration form

* - Required Field   ? - Help and Hints   ! - Error Information

Email Address *

? Please ensure that this is a valid, permanent email address that you check regularly.

Confirm Email Address *

Create Password *

? Passwords should contain 8-16 characters, include at least one upper case and one lower case letter, and one number or any of the following symbols ! @ $ % * ( ) ?. Do not include common words or names, and combine uppercase letters, lowercase letters, numbers, and symbols.

Confirm Password *

Secret Question *

Select One ▼

? If you forget your password you can use your secret answer to verify your identity.

Secret Answer *

Please use an email you will be able to check regularly.

Create new account – Step 3

Register for new WASFA Account

First Name *

If you have a Social Security or DACA Card, your first/last name should match that document. If you don't have a Social Security or DACA Card, your first/last name should match the name you provided to your college(s).

Last Name *

If you have a Social Security or DACA Card, document. If you don't have a Social Sec match the name you provided to your c

Date of Birth *

Select ▼ Select ▼ Select ▼

Please enter a valid date of birth.

Please double check the spelling of your name AND your Date of Birth.

Social Security, DACA, or ITIN (optional)

Provide the exact number listed on your dashes. Please use the format 123456789. I number, leave blank.

What numbers do I use?

Confirm Social Security, DACA, or ITIN Number

WASFA ID

If you submitted a WASFA in a previous ye starting with 980, if known.

What numbers do I use?

Security Code *

Please enter the security code that appears in the image below. This h unauthorized automation of our services. If you cannot read the numb to generate a new image.

076807

REGISTER   CANCEL

- If you have a SSN, DACA, or ITIN, enter it here. If you don't, leave blank.

- If you previously applied under a 980 WASFA ID and now have a SSN, DACA, or ITIN, enter both SSN, DACA, or ITIN and WASFA ID fields.

- If you previously applied and know your WASFA ID, enter that WASFA ID. (Unique nine-digit ID starting with 980)

- If you have never applied before and do not have a SSN, DACA, or ITIN nor a WASFA ID, leave all SSN, DACA, or ITIN and WASFA ID fields blank.

Prepare to Start the WASFA

What you will need to complete the WASFA

<div style="background-color:green;color:white">CHECKLIST</div>

To complete the WASFA, you will need:

- Your income information. This includes bank statements, a W-2 or pay stub and/or federal income tax return.
  - If you filed a federal tax return, use tax return information from two years prior to the award year. FOR EXAMPLE, for the 2019-20 application cycle, you must use information from your 2017 tax return. If you did not file a federal tax return, report the income earned in 2017.
- Additional financial information – such as child support statements, TANF or welfare information, real estate, stocks or bonds investments, family business or farm info.
- Your Social Security card or I-797 Form, if you have current or expired DACA status. (Optional)
- If you are a dependent student (most students under 24 years old), you will also need most of the above information for your parent(s).

WASFA Application Home Page

Once you have logged into your account, this will be your WASFA home page.

It has a list of all available WASFA applications and their current status:

READY SET GRAD

Washington Application for State Financial Aid (WASFA)

STEP 1:
Start WASFA
Start the WASFA application process.

STEP 2:
Select Schools
Select the schools that you want to receive a copy of your WASFA.

STEP 3:
Sign WASFA
Sign your WASFA.

Select the action to the right of the WASFA application, in the table below, to process your WASFA for each available academic year. You will be provided a list of schools that will receive your WASFA and must electronically sign the document to complete the process. Dependent students will be instructed to invite a parent to sign their WASFA before the application will be submitted. You may make changes at any time by selecting the action for starting and completing an application.

- Start, edit or complete an application.
- View an application.
- Invite a parent to sign an application.
- Download an application.
- Sign an application.

Document Name	Status	Actions
2019-2020 WA Application for State Financial Aid (WASFA)	Started	
2018-2019 WA Application for State Financial Aid (WASFA)	Not Started	

Starting the WASFA

Select:

 Start, edit or complete an application.

for the application year you want to start.

There may be times that there are multiple application years open. Be sure to pick the year that you will be attending college. For example, if plan on attending school in the Fall or Spring of 2019, you would chose the 2019-2020 application year.

Document Name	Status	Actions
2018-2019 WA Application for State Financial Aid (WASFA)	Not Started	
2019-2020 WA Application for State Financial Aid (WASFA)	Not Started	

Application in Progress

Upon clicking the "**Start, edit, or complete an application**" button from the WASFA homepage, you will begin the application process. Answer the questions and click on the "**Save and Continue**" button to continue moving through the application process.

2019-2020 WA Application for State Financial Aid

STUDENT DEMOGRAPHICS

1 2 3 4

Save and Exit   Exit

Save and Continue

- Student Demographics
- Washington State Information
- Educational Plans
- Dependency Determination
- Student Income & Tax Data
- Parent Information
- School List

- Not Started
- In Progress
- Completed

Personal Information

* - Required Field   ? - Help and Hints   ! - Error Information

Provide your first name, middle initial and last name exactly as it appears on your Social Security or DACA Card. If you don't have a Social Security or DACA Card, your first/last name should match the name you provided to your college(s).

First Name *

Middle Initial

Last Name *

Gender (Male or Female)
Select ▼
? Indicate whether you are male or female.

Date of Birth

Date of Birth *
Month: Select ▼ Day: Select ▼ Year: Select ▼

? Provide the month, day and year you were born.

Save and Exit   Save and Continue >>

Application in Progress

As you move through the application process, the **green menu** on the left side will tell you what section you are on, and the numbers in the **top green bar** will tell you how many parts are in that section, and what part you are on. You need to hit "**Save and Continue**" on every page.

2019-2020 WA Application for State Financial Aid

STUDENT DEMOGRAPHICS   1 **2** 3 4

Back   Save and Exit   Exit   Save and Continue

Student Demographics
Washington State Information
Educational Plans
Dependency Determination
Student Income & Tax Data
Parent Information
School List

- Not Started
- In Progress
- Completed

Driver's License Information

⭐ - Required Field   ❓ - Help and Hints   ❗ - Error Information

Student's Driver's License State ⭐
Select ▼
❓ Indicate the state that issued a valid Driver's License to you. Select "No License", if you don't have a valid Driver's License.

Student's Driver's License Number ⭐
[   ]
❓ Please provide your valid Driver's License number, if you have one. Driver's license numbers may only contain numbers, letters, spaces, asterisks, or dashes.

Social Security, DACA, or ITIN Number

Social Security, DACA, or ITIN Number
[   ]
❓ Provide the exact number listed on your Social Security, DACA, or ITIN card excluding the dashes. Please use the format 123456789. If you do not have a Social Security, DACA, or ITIN number, leave blank.

Back   Save and Exit   Save and Continue >>

Application in progress

The following instructions will not show a screen shot for every question, however we will highlight a few of the areas asked about most often.

The section and page number within the section we are discussing is circled in **red** in the **left green menu** and **top green bar**.

2019-2020 WA Application for State Financial Aid

STUDENT DEMOGRAPHICS   1 2 3 4

Student Demographics
Washington State Information
Educational Plans
Dependency Determination
Student Income & Tax Data
Parent Information
School List

- Not Started
- In Progress
- Completed

Back   Save and Exit   Exit   Save and Continue

Driver's License Information

* - Required Field   ? - Help and Hints   ! - Error Information

Student's Driver's License State *

NO LICENSE ▼

? Indicate the state that issued a valid Driver's License to you. Select "No License", if you don't have a valid Driver's License.

Social Security, DACA, or ITIN Number

Social Security, DACA, or ITIN Number

? Provide the exact number listed on your Social Security, DACA, or ITIN card excluding the dashes. Please use the format 123456789. If you do not have a Social Security, DACA, or ITIN number, leave blank.

Back   Save and Exit   Save and Continue >>

Family Size Information

On **Student's Family Information** answer all questions as they relate to *only the student* and who the student financially supports. "Student's Household Number of Family Members" should only count dependents the student financially supports by themselves. Same for number in college.

Example: If a student is unmarried with no children of their own, and is not financially responsible for anyone else, the student's household number is 1, and the student's number in college is 1. Other family members, such as parents and siblings, will be captured in the Parent's section.

Back   Save and Exit   Exit   Save and Continue

Student Demographics

Washington State Information

Educational Plans

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Parent Information

School List

- Not Started
- In Progress
- Completed

Student's Family Information

✱ - Required Field   ❓ - Help and Hints   ❗ - Error Information

Student's Marital Status ✱

Select ▼

❓ Provide your marital status as of today.

A married couple is separated if the couple is considered legally separated by a state, or if the couple is legally married but has chosen to live separate lives, including living in separate households, as though they were not married. If you and your spouse are separated but living together, select "Married or Remarried," not "Divorced or Widowed" or "Separated."

Note: When two married persons live as a married couple but are separated by physical distance (or have separate households), they are considered married.

Student's Household Number of Family Members ✱

1 ▼

❓ Indicate the number of people in your household. Include all of the following if applicable:

- Yourself (and your spouse),
- Your children if you will provide more than half of their support between July 1, 2019 and June 30, 2020, and
- Other people if they now live with you and you provide more than half of their support and you will continue to provide more than half of their support between July 1, 2019 and June 30, 2020.

Student's Household Number in College ✱

1 ▼

❓ Indicate the number of people in your (and, if applicable, your spouse's) household who will be college students between July 1, 2019 and June 30, 2020. Always count yourself as a college student. You may include others only if they will attend a college, university, institution, or technical school, at least half-time in 2019-2020, for a program that leads to a college degree or certificate.

Back   Save and Exit   Save and Continue >>

Residency Information

On **Residency Information** answer all the residency questions carefully and accurately.

In this section you are certifying the answers to: "**Washington Residency Certification – (WA High School Graduate)**" and "**Certification Regarding Permanent Residency Application and Related Responsibilities**". Please read the descriptions carefully.

Dependency Determination

On **Dependency Determination** answer all the residency questions carefully and accurately.

This section determines if you are considered a "dependent" student or an "independent" student. Please read the descriptions carefully. Answering "Yes" to any of these questions will mark you as an "independent" student and you will not be asked to enter any parent information or require a parent signature.

Student Demographics ☑

Washington State Information ☑

Educational Plans ☑

Dependency Determination 🔄

Student Income & Tax Data

School List

- Not Started
- In Progress
- Completed

DEPENDENCY DETERMINATION

Back　Save and Exit　Exit　Save and Continue

Dependency Details

* - Required Field　❓ - Help and Hints　❗ - Error Information

Are you currently serving on active duty in the U.S. Armed Forces or are a National Guard or Reserves enlistee called into federal active duty for purposes other than training? *

○ Yes　◉ No

❓ Answer "Yes" if you are currently serving in the U.S. Armed Forces or are a National Guard or Reserves enlistee who is on active duty for other than state or training purposes.

Answer "No" if you are a National Guard or Reserves enlistee who is on active duty for state or training purposes.

Are you a veteran of the U.S. Armed Forces? *

○ Yes　◉ No

At any time since you turned age 13, were both of your parents deceased, or were you in foster care or were you a dependent or ward of the court? *

○ Yes　◉ No

❓ Answer "Yes" if at any time since you turned age 13:

- You had no living parent, even if you are now adopted; or
- You were in foster care, even if you are no longer in foster care today; or
- You were a dependent or ward of the court, even if you are no longer a dependent or ward of the court today. For federal student aid purposes, someone who is incarcerated is not considered a ward of the court.

The financial aid administrator at your school may require you to provide proof that you were in foster care or a dependent or ward of the court.

Are you now or were you an emancipated minor (released from control by his or her parent or guardian) as determined by a court in your state of legal residence? *

○ Yes　◉ No

Does someone other than your parent or stepparent have legal guardianship of you, as determined by a court in your state of legal residence? *

◉ Yes　○ No

Student Income and Tax Data

On **Student Income & Tax Data** answer all questions as they relate to only **the student**, including additional income and federal benefits. If the family receives food assistance or other assistance, those numbers will be captured in the parent section of the application.

Parent Information

For **Parent Information** answer all questions as they relate to the **parent/s** and all the people they are responsible for supporting.

Example: If a student has 2 siblings also in college, parent has never been married, the parent household number is 4, and the parent number in college is 3.

PARENT INFORMATION

Back   Save and Exit   Exit   Save and Continue

"Parent" refers to a biological or adoptive parent. Grandparents, foster parents, legal guardians, older siblings, and uncles or aunts are not considered parents unless they have legally adopted you. In case of divorce or separation, give information about the parent you lived with most in the last 12 months. If you did not live with one parent more than the other, give information about the parent who provided you the most financial support during the last 12 months or during the most recent year you received support. If your divorced or widowed parent has remarried, also provide information about your stepparent.

Student Demographics
Washington State Information
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Parent Information
School List

- Not Started
- In Progress
- Completed

Parents' Family Information

✱ - Required Field   ❓ - Help and Hints   ❗ - Error Information

Please provide the following information about your parents.

Parents' Marital Status ✱

Never Married ▾

❓ As of today, what is the marital status of your legal parents?

Parents' Household Number of Family Members ✱

4 ▾

❓ Indicate the number of people in your parents' household. You should include:

- Yourself, even if you don't live with your parents,
- Your parents,
- Your parents' other children (even if they do not live with your parents) if (a) your parents will provide more than half of their support between July 1, 2019 and June 30, 2020, or (b) the children were considered dependent students by the Department of Education standards (they must be able to answer "No" to every question in Dependency Determination section of this process), and
- Other people if they now live with your parents and your parents provide more than half of their support and your parents will continue to provide more than half of their support between July 1, 2019 and June 30, 2020.

Note: Do not include siblings who are in U.S. military service academies.

Parents' Household Number in College ✱

3 ▾

❓ Indicate the number of people in your legal parents' household who will be college students between July 1, 2019 and June 30, 2020. Always count yourself as a college student. Do not include your parents. You may include others only if they will attend a college, university, institution, or technical school, at least half-time in 2019-2020, for a program that leads to a college degree or certificate.

Parent Information – No Parent SSN

IMPORTANT:

Parent/s do not need a Social Security Number for their child to apply for financial aid.

If your parent/s do not have a Social Security Number enter all zeroes.

Parent 1 Information

* - Required Field   ❷ *- Help and Hints*   ❶ *- Error Information*

Please provide the following information about your father/mother/stepparent.

Parent 1 SSN *

`000-00-0000`

❷ Indicate your father's/mother's/stepparent's Social Security Number. If your parent does not have a Social Security Number, please enter all zeros (000000000). No dashes are necessary.

Parent 1 Last Name *

`Jane`

❷ Indicate your father's/mother's/stepparent's last name.

Parent 1 First Name *

`Smith`

❷ Indicate your father's/mother's/stepparent's first name.

Parent 1 Date of Birth *

Month: `January` ▼ Day: `2` ▼ Year: `1988` ▼

❷ Indicate your father's/mother's/stepparent's date of birth.

Highest Level of Education Parent 1 Completed *

`Other/unknown` ▼

Parent Information

For **Parent Information** answer all questions as they relate to the **parent/s**. If the family receives federal benefits such as Medicaid, SSI, food assistance, free or reduced price school lunch or any other assistance, those numbers will be captured on this page under the **Parents' 2017 or 2018** Federal Benefits Information.

PARENT INFORMATION

1 2 3 4

Back | Save and Exit | Exit | Save and Continue

Parents' 2017 Income Tax Return Information

* - Required Field ❓ - Help and Hints ❗ - Error Information

Parents' Income Tax Return Status *
Already Completed and Filed ▼
❓ Indicate whether your parents have completed and filed their IRS income tax return, foreign tax return or trust territory tax return.

Parents' Income Tax Filing Status *
Select ▼
❓ Indicate your parents income tax filin

Parents' Type of Income Tax Return *
Select ▼
❓ Indicate the type of income tax return

Parents' 2017 or 2018 Federal Benefits Information

Did you, your parents, or anyone in your parents' household receive benefits from any federal benefit programs such as Medicaid or SSI, Supplemental Nutrition Assistance Program, Free or Reduced Price School Lunch, TANF or WIC benefits? *
◉ Yes ○ No

❓ Indicate if you received benefits from either of these federal benefit programs - 1) Medicaid or Supplemental Security Income (SSI) benefits; 2)Supplemental Nutrition Assistance Program or related benefits; 3) Free or Reduced Price School Lunch benefits; 4) Temporary Assistance for Needy Families (TANF) or related benefits; 5) Special Supplemental Nutrition Program for Women, Infants and Children (WIC) benefits.

Parents' Medicaid SSI Benefits *
○ Yes ○ No

❓ Indicate if you, your parents, or anyone in your parents' household may have received Medicaid or Supplemental Security Income (SSI) benefits.

Parents' Supplemental Nutrition Assistance Program *
○ Yes ○ No

❓ Indicate if you, your parents, or anyone in your parents household may have received Supplemental Nutrition Assistance Program (SNAP) or related benefits. SNAP may have a different name in your state. Call 1-800-4-FED-AID to find out the name of the state's program.

Parents' Free or Reduced Price School Lunch *
○ Yes ○ No

❓ Indicate if you, your parents, or anyone in your parents' household may have received Free or Reduced Price School Lunch benefits.

Parents' TANF Benefits *
○ Yes ○ No

❓ Indicate if you, your parents, or anyone in your parents' household may have received Temporary Assistance for Needy Families (TANF) or related benefits. TANF benefits may have a different name in your parents' state. Call 1-800-4-FED-AID to find out the name of the state's program.

Parents' WIC Benefits *
○ Yes ○ No

❓ Indicate if you, your parents, or anyone in your parents' household may have received Special Supplemental Nutrition Program for Women, Infants and Children (WIC) benefits.

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Sidebar navigation:
- ☑ Student Demographics
- ☑ Washington State Information
- ☑ Educational Plans
- ☑ Dependency Determination
- ☑ Student Income & Tax Data
- 🔄 Parent Information
- ☐ School List

School Selection

Select the schools you are considering attending, even if you haven't applied or been accepted. You may **chose up to 10 schools**. This will allow you to get your financial aid application submitted to assist in meeting any financial aid priority deadlines schools might have in place.

If you don't know what your housing plan will be, select "On Campus". If you change your mind later, let the financial aid office know.

SCHOOL LIST

Back | Save and Exit | Exit | Save and Continue

- ☑ Student Demographics
- ☑ Washington State Information
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- ☑ Dependency Determination
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- ☑ Parent Information
- ⟳ School List

⬚ - Not Started
⟳ - In Progress
☑ - Completed

Select the schools to receive a copy of your WASFA, along with your housing plans for that school. Select at least one school and up to ten schools to receive your information.

* - Required Field **?** - Help and Hints **!** - Error Information

School 1 *
University of Washington

Housing Plan for School 1 *
On Campus
? Please indicate where you plan t...

School 2
Renton Technical College

Housing Plan for School 2 *
Off Campus or Other
? Please indicate where you plan to live while in school.

School 3
Edmonds Community College

Housing Plan for School 3 *
With Parents
? Please indicate where you plan to live while in school.

School 4
Select

If you want to live on campus, or don't know what your housing plan will be yet, select "On Campus"

Back | Save and Exit | Save and Continue >>

Preview Application Responses

Sign My Forms – The **Preview My Forms** section is an opportunity to review all your answers by clicking on the **View Form** button. You **MUST** open and preview this form before you can acknowledge that the information is true and correct. The form will open in a separate tab. Once you have viewed it you can close the window, check the box acknowledging your information is true and correct, then click on the **Next** button.

☑	Student Demographics
☑	Washington State Information
☑	Educational Plans
☑	Dependency Determination
☑	Student Income & Tax Data
☑	Parent Information
☑	School List
⟳	Sign My Forms

⬚ - Not Started
⟳ - In Progress
☑ - Completed

2019-2020 WA Application for State Financial Aid
PREVIEW MY FORMS

Preview My Forms

Your responses to the previous questions have been pre-populated in the application listed below. Please select View Form to see your pre-populated application. You should review the information carefully and make any necessary changes before proceeding.

If your application is complete and accurate, and no changes are necessary, please check the acknowledgement box below and proceed to the next page.

2019-2020 WA Application for State Financial Aid (WASFA)   [View Form]

☐ I acknowledge that all information provided on my application is true and correct.

[Back]   [Next >>]

Electronic Signature

Sign My Forms – Electronic Signature Consent & Disclosures. Please read disclosures and select the "*I consent to the use of an electronic signature option to complete and submit my application.*" Then click on the **Next** button.

ELECTRONIC SIGNATURE CONSENT & DISCLOSURES

Electronic Signature Consent & Required Disclosures

You have chosen to electronically sign your application. To continue with the electronic signature process, please review the information below and provide your response to the consent and use of an electronic signature.

Required Disclosures:

- You should verify and review all data provided prior to electronically signing your application. All applications are viewable using Adobe® Acrobat® version 8.0 or higher. An option to download the latest version of Adobe® Acrobat® for free is available by clicking here.

- You can print all documents submitted electronically for your records. All recent applications electronically signed in this website are available for printing any time after the electronic signature process is completed. If your copies are lost or misplaced, you can obtain additional copies by logging back into this website to reprint your most current applications.

- All electronic signatures processed within this website are legally binding and can be used to legally prove that you signed the application.

- There are no additional monetary costs for processing your applications electronically or the use of electronic signatures.

- Please provide your consent. To opt out of the electronic signature process contact us at 888-535-0747 or at wasfa@wsac.wa.gov.

○ I consent to the use of an electronic signature option to complete and submit my application.

Student Demographics ☑
Washington State Information ☑
Educational Plans ☑
Dependency Determination ☑
Student Income & Tax Data ☑
Parent Information ☑
School List ☑
Sign My Forms ⟳

⬚ - Not Started
⟳ - In Progress
☑ - Completed

Back   Next >>

Electronic Signature

Sign My Forms – Electronic Signature Hardware & Software Requirements.
Please read the system requirements and select the "*I acknowledge that my computer supports the recommended minimum hardware and software system requirements needed for conducting an electronic signature within this site.*" Then click on the **Next** button.

ELECTRONIC SIGNATURE HARDWARE & SOFTWARE REQUIREMENTS

- Student Demographics
- Washington State Information
- Educational Plans
- Dependency Determination
- Student Income & Tax Data
- Parent Information
- School List
- Sign My Forms

☐ - Not Started
🔃 - In Progress
☑ - Completed

Electronic Signature Hardware & Software Requirements

The following system requirements are necessary for conducting an electronic signature within this site. Please confirm that your computer meets these requirements. Options to download recommended free software on your computer is available.

Hardware:
- A computer with access to the Internet and capable of running the software listed below.
- A printer capable of printing Adobe Acrobat Reader® PDF documents.

Software:
- A recommended Web Browser.
  - Microsoft Internet Explorer 6.0 or higher (download now for free)
  - Chrome 7.0 or higher (download now for free)
  - Firefox 3.6 or higher (download now for free)
  - Safari 5.0 or higher (download now for free)
- Adobe Acrobat Reader® version 8.0 or higher (download now for free).

☑ I acknowledge that my computer supports the recommended minimum hardware and software system requirements needed for conducting an electronic signature within this site.

Back   Next >>

Electronic Signature

Sign My Forms – Electronic Signature Process. Please read the disclosures you are certifying when electronically signing your application that state you are certifying the information you provided is true and correct. Name and password information entered must be exactly the same as when you created your account. Then click on the **Next** button.

Invite your parent to sign your application

ELECTRONIC SIGNATURE PROCESS

Electronic Signature Process

Student Certification and Electronic Signature: The Washington Student Achievement Council requires that you certify your application by submitting an electronic signature. To certify your application, read the text below and provide an electronic signature by typing your name in the answer field. I certify or declare under penalty of perjury under the laws of the State of Washington that the foregoing information is true and correct. By typing my full legal name I provide my electronic signature.

Name on File:

First Name: [_____] *
❓ Provide the first name used when you created your account.

Last Name: [_____] *
❓ Provide the last name used when you created your account.

Password: [_____] *
❓ Provide the password used to access this website.

Current City: [_____] *
❓ Place (City and State) Where Electronic Signature Was Completed: The Washington Student Achievement Council requires that you certify your application by submitting an electronic signature.

Current State: [_____ ▼] *
❓ Place (City and State) Where Electronic Signature Was Completed: The Washington Student Achievement Council requires that you certify your application by submitting an electronic signature.

Important Notice: In order to complete this process a parent must electronically sign your WASFA application. After you electronically sign the application, select the parent signature invitation action and follow the instructions.

Navigation sidebar:
- ☑ Student Demographics
- ☑ Washington State Information
- ☑ Educational Plans
- ☑ Dependency Determination
- ☑ Student Income & Tax Data
- ☑ Parent Information
- ☑ School List
- 🔄 Sign My Forms

⬚ - Not Started
🔄 - In Progress
☑ - Completed

Back   Next >>

Application Complete / Incomplete

Once you complete the electronic signature section, you will be redirected to the WASFA home site. If you are an independent student your application is complete and will be sent to your prospective schools. You will not receive an email confirmation.

If you are a dependent student, you will need to invite your parents to electronically sign your application. To invite a parent click on the [icon] Invite a parent to sign an application. button in the Actions column that is highlighted to the right.

Washington Application for State Financial Aid (WASFA)

STEP 1:
Start WASFA
Start the WASFA application process.

STEP 2:
Select Schools
Select the schools that you want to receive a copy of your WASFA.

STEP 3:
Sign WASFA
Sign your WASFA.

Select the action to the right of the WASFA application, in the table below, to process your WASFA for each available academic year. You will be provided a list of schools that will receive your WASFA and must electronically sign the document to complete the process. Dependent students will be instructed to invite a parent to sign their WASFA before the application will be submitted. You may make changes at any time by selecting the action for starting and completing an application.

[icon] Start, edit or complete an application.　　[icon] Invite a parent to sign an application.　　[icon] Sign an application.

[icon] View an application.　　[icon] Download an application.

Document Name	Status	Actions
2018-2019 WA Application for State Financial Aid (WASFA)	Not Started	[icon]
2019-2020 WA Application for State Financial Aid (WASFA)	Incomplete – Parent Signature Pending	[icons]

Parent Signature Process

Washington Application for State Financial Aid (WASFA)

Choose parent to sign "2019-2020 WA Application for State Financial Aid (WASFA)"

Primary Parent's Last Name	Primary Parent's First Name	Primary Parent's Email
JONES	PATRICIA	@gmail.com

○ This parent is signing this document

Second Parent's Last Name	Second Parent's First Name	Second Parent's Email
JOHN	JO	@gmail.com

○ This parent is signing this document

Back   Exit   Save and Continue

Once you click on the *"invite a parent to sign an application"* button in the Actions column, it will bring up your parent choices. Choose **only one parent** and make sure their email address is correct. If necessary, correct or update the email address, then click on the **Save and Continue** button.

IMPORTANT:

The parent email address **cannot** be the same email address the student used to create the account, and the parent **must** use this email address to create their parent account to be able to sign and submit the student's application.

Confirm Parent Selection

Once you click on the **Save and Continue** button, it will ask to confirm your parent selection. Check the box confirming your parent selection, make sure the email address is correct, and click on the **Generate Portal Access and E-Signature Email**.

Washington Application for State Financial Aid (WASFA)

Confirm parent selection

You have chosen PATRICIA JONES _____@gmail.com) to view and sign the "2019-2020 WA Application for State Financial Aid (WASFA)" document. After you click the "Generate Portal Access and E-signature Email" button below, an email containing login instructions to the portal will be sent to your parent.

☑ I confirm and acknowledge that PATRICIA JONES will be able to view and sign '2019-2020 WA Application for State Financial Aid (WASFA)'.

Back   Exit

Generate Portal Access and E-signature Email

Parent Signature Process

Once you select the **Generate Portal Access and E-Signature Email,** it will redirect you back to the WASFA home page where it will still say your application is "Incomplete-Parent Signature Pending".

You now can logout of your account. Your parent will receive an email with a link to create their own account and to electronically sign your application. **This link expires in 72 hours.** If your link has expired, log back in to your student account and send a new invitation. Once your parent has electronically signed your application, your application will say completed.

Washington Application for State Financial Aid (WASFA)

STEP 1:
Start WASFA
Start the WASFA application process.

STEP 2:
Select Schools
Select the schools that you want to receive a copy of your WASFA.

STEP 3:
Sign WASFA
Sign your WASFA.

Select the action to the right of the WASFA application, in the table below, to process your WASFA for each available academic year. You will be provided a list of schools that will receive your WASFA and must electronically sign the document to complete the process. Dependent students will be instructed to invite a parent to sign their WASFA before the application will be submitted. You may make changes at any time by selecting the action for starting and completing an application.

- Start, edit or complete an application.
- View an application.
- Invite a parent to sign an application.
- Download an application.
- Sign an application.

Document Name	Status	Actions
2019-2020 WA Application for State Financial Aid (WASFA)	Incomplete – Parent Signature Pending	
2018-2019 WA Application for State Financial Aid (WASFA)	Started	

Parent Signature Process

The parent you selected will receive an email like the one below. The parent needs to click on the words **Parent Portal** to bring them to the Parent Portal. Here they will create their own account using the same email address the Parent Portal link was sent to. The link is only valid for *72 hours*.

Action Required – WASFA Parent Signature Inbox ×

wasfa@wsac.wa.gov   3:42 PM (13 minutes ago)
to

Sally Jones has selected you to sign the 2019-2020 **Washington Application for State Financial Aid (WASFA)**. Your username is _____@gmail.com. Please log in by going to the Parent Portal and login with your current user name and password to sign this application.

If you have any questions about your account or the signature process please contact the Washington Student Achievement Council at wasfa@wsac.wa.gov or 888-535-0747.

IMPORTANT:

If the parent link has expired, or the parent didn't receive the email, the student needs to log in to the WASFA home page and re-invite their parent. Make sure the correct email address is entered.

Student Name	Status	Actions
Sally Jones	Incomplete – Parent Signature Pending	You can sign the document by clicking "Sign My Document" Icon above.

Parent Signature Process

Once the parent clicks on the **Parent Portal** link in the email, it will bring them to this page to create an account. Their email address will already be pre-filled in the box.

Please find a safe place to secure your password and answer to the secret question. Click on **Continue** once you have filled out all the requested information.

Parent Signature Process

After the parent clicks on **Continue**, the parent will need to enter their birthdate and last 4 digits of Social Security Number, or four zeroes if no SSN, to verify their identity. The parent will then be prompted to enter the student's birthdate. Click Register to continue.

IMPORTANT:

The birthdate and those 4 SSN digits **MUST** match exactly what the student entered on their application or the parent will not be able to create an account and sign the application.

Washington Application for State Financial Aid (WASFA)

Register Your Financial Aid Account

Verify your identity

* - Required Field   ❓ - Help and Hints   ❗ - Error Information

Welcome DAD TEST! Please answer the questions below. Your responses will help us verify your identity.

Your Date of Birth: Select ▾ Select ▾ Select ▾

Last 4 digits of your SSN: [   ]

❓   Enter the last four digits of your SSN. If you do not have an SSN, enter four zeros (0000).

[Register]   [Cancel]

Parent Signature Process

The WASFA application home page will display any applications that are pending the parent's signature. Click on the "**Sign an application**" icon to open the application.

Washington Application for State Financial Aid (WASFA)

Sign an application.   View an application.   Download an application.

Document Name	Student Name	Status	Actions
2019-2020 WA Application for State Financial Aid (WASFA)	Sally Jones	Incomplete – Parent Signature Pending	

You can sign the document by clicking "Sign My Document" Icon above.

Parent Signature Process

The parent should review the information the student has entered and click on **Save and Continue** on each page, all the way to the end of the application.

If any changes need to be made, the parent may make those changes at this time.

You have been invited by SALLY JONES to review and electronically sign the 2019-2020 WA Application for State Financial Aid. In order to review and/or edit the application, please click on the section(s) to the left. If you are ready to sign the application, please click "Save and Continue" to advance to sign the application electronically.

STUDENT DEMOGRAPHICS   1 2 3 4

Save and Exit   Exit   Save and Continue

Student Demographics
Washington State Information
Educational Plans
Dependency Determination
Student Income & Tax Data
Parent Information
School List

⬚ - Not Started
↻ - In Progress
☑ - Completed

Personal Information

* - Required Field   ❓ - Help and Hints   ❗ - Error Information

Provide your first name, middle initial and last name exactly as it appears on your Social Security or DACA Card. If you don't have a Social Security or DACA Card, your first/last name should match the name you provided to your college(s).

First Name *
SALLY

Middle Initial

Last Name *
JONES

Gender (Male or Female)
Female ▾
❓ Indicate whether you are male or female.

Date of Birth

Date of Birth *
Month: January ▾ Day: 1 ▾ Year: 2001 ▾

❓ Provide the month, day and year you were born.

Save and Exit   Save and Continue >>

Parent Signature Process

The parent is going to repeat the same steps the student did to complete the electronic signature process.

Sign My Forms – The **Preview My Forms** section is an opportunity to review all the answers by clicking on the **View Form** button. You MUST open and preview this form before you can acknowledge that the information is true and correct. The form will open in a separate tab, once you have viewed it you can close the window, check the box acknowledging your information is true and correct, and click on the **Next** button.

Washington Application for State Financial Aid (WASFA)

2019-2020 WA Application for State Financial Aid

PREVIEW MY FORMS

Preview My Forms

Your responses to the previous questions have been pre-populated in the application listed below. Please select View Form to see your pre-populated application. You should review the information carefully and make any necessary changes before proceeding.

If your application is complete and accurate, and no changes are necessary, please check the acknowledgement box below and proceed to the next page.

2019-2020 WA Application for State Financial Aid (WASFA)   View Form

☑ acknowledge that all information provided on my application is true and correct.

Back

Next >>

Sidebar navigation:
- ☑ Student Demographics
- ☑ Washington State Information
- ☑ Educational Plans
- ☑ Dependency Determination
- ☑ Student Income & Tax Data
- ☑ Parent Information
- ☑ School List
- ⟳ Sign My Forms

- Not Started
- ⟳ In Progress
- ☑ Completed

Parent Electronic Signature

Sign My Forms – Electronic Signature Consent & Disclosures. Please read disclosures and select the "*I consent to the use of an electronic signature option to complete and submit my application.*" Then click on the **Next** button.

Washington Application for State Financial Aid (WASFA)

2019-2020 WA Application for State Financial Aid

ELECTRONIC SIGNATURE CONSENT & DISCLOSURES

Electronic Signature Consent & Required Disclosures

You have chosen to electronically sign your application. To continue with the electronic signature process, please review the information below and provide your response to the consent and use of an electronic signature.

Required Disclosures:

- You should verify and review all data provided prior to electronically signing your application. All applications are viewable using Adobe® Acrobat® version 8.0 or higher. An option to download the latest version of Adobe® Acrobat® for free is available by clicking here.

- You can print all documents submitted electronically for your records. All recent applications electronically signed in this website are available for printing any time after the electronic signature process is completed. If your copies are lost or misplaced, you can obtain additional copies by logging back into this website to reprint your most current applications.

- All electronic signatures processed within this website are legally binding and can be used to legally prove that you signed the application.

- There are no additional monetary costs for processing your applications electronically or the use of electronic signatures.

- Please provide your consent. To opt out of the electronic signature process contact us at 888-535-0747 or at wasfa@wsac.wa.gov.

○ I consent to the use of an electronic signature option to complete and submit my application.

Navigation panel:
- ☑ Student Demographics
- ☑ Washington State Information
- ☑ Educational Plans
- ☑ Dependency Determination
- ☑ Student Income & Tax Data
- ☑ Parent Information
- ☑ School List
- ↻ Sign My Forms

⬚ - Not Started
↻ - In Progress
☑ - Completed

Back   Next >>

Parent Electronic Signature

Sign My Forms – Electronic Signature Hardware & Software Requirements. Please read the system requirements and select the "*I acknowledge that my computer supports the recommended minimum hardware and software system requirements needed for conducting an electronic signature within this site.*" Then click on the **Next** button.

Washington Application for State Financial Aid (WASFA)

2019-2020 WA Application for State Financial Aid

ELECTRONIC SIGNATURE HARDWARE & SOFTWARE REQUIREMENTS

☑	Student Demographics
☑	Washington State Information
☑	Educational Plans
☑	Dependency Determination
☑	Student Income & Tax Data
☑	Parent Information
☑	School List
⟳	Sign My Forms

- Not Started
⟳ - In Progress
☑ - Completed

Electronic Signature Hardware & Software Requirements

The following system requirements are necessary for conducting an electronic signature within this site. Please confirm that your computer meets these requirements. Options to download recommended free software on your computer is available.

Hardware:
- A computer with access to the Internet and capable of running the software listed below.
- A printer capable of printing Adobe Acrobat Reader® PDF documents.

Software:
- A recommended Web Browser.
  - Microsoft Internet Explorer 6.0 or higher (download now for free)
  - Chrome 7.0 or higher (download now for free)
  - Firefox 3.6 or higher (download now for free)
  - Safari 5.0 or higher (download now for free)
- Adobe Acrobat Reader® version 8.0 or higher (download now for free).

☑ acknowledge that my computer supports the recommended minimum hardware and software system requirements needed for conducting an electronic signature within this site.

Back   Next >>

Parent Electronic Signature

Sign My Forms – Electronic Signature Process. Please read the disclosures which state you are certifying the information you provided is true and correct. Name and password information entered must be exactly the same as when you created your account. Then click on the **Next** button.

2019-2020 WA Application for State Financial Aid

ELECTRONIC SIGNATURE PROCESS

Electronic Signature Process

Student Certification and Electronic Signature: The Washington Student Achievement Council requires that you certify your application by submitting an electronic signature. To certify your application, read the text below and provide an electronic signature by typing your name in the answer field. I certify or declare under penalty of perjury under the laws of the State of Washington that the foregoing information is true and correct. By typing my full legal name I provide my electronic signature.

Name on File: **PATRICIA JONES**

First Name: [_____] *
 ❓ Provide the first name used when you created your account.

Last Name: [_____] *
 ❓ Provide the last name used when you created your account.

Password: [_____] *
 ❓ Provide the password used to access this website.

Navigation (left sidebar):
- ☑ Student Demographics
- ☑ Washington State Information
- ☑ Educational Plans
- ☑ Dependency Determination
- ☑ Student Income & Tax Data
- ☑ Parent Information
- ☑ School List
- ⟳ Sign My Forms

⬚ - Not Started
⟳ - In Progress
☑ - Completed

Back   Next >>

Parent Signature Complete

The WASFA application home page should now show the application is complete and the date it was completed. You will not receive an email confirmation.

Washington Application for State Financial Aid (WASFA)

Sign an application.   View an application.   Download an application.

Document Name	Student Name	Status	Actions
2019-2020 WA Application for State Financial Aid (WASFA)	Sally Jones	Completed on 10/8/2018	

Information & Tips for
After you Complete your Application

- ➲ Once your application is complete, within 24 hours your information will be made available to all prospective schools listed in your application.

- ➲ The financial aid offices will use the information submitted in your WASFA to prepare a financial aid award package with the amount and types of aid available.

- ➲ If you have any more questions about the financial aid award process, timeline, or your EFC please check with your school's financial aid office. Only your school can provide you with this information.

Information & Tips for
After you Complete your Application

➲ If you need to make any changes to your application once you have submitted it, please log back in to the **Student** WASFA Home Page (see Returning Users instructions) and follow these steps:

➲ Select the application that needs to be updated

➲ Make the necessary changes

➲ Save your application

➲ Electronically re-sign your application, and if a parent previously signed your application, you will need to invite them to re-sign the application.

➲ **You will not be able to edit your application and your schools will not be able to see your updated application until the parent signature is complete.**

If you require technical assistance, please call or email:

☎ 888-535-0747 Option 2

✉ wasfa@wsac.wa.gov

🕐 Monday-Friday 8am-4pm PST