

1. **Review your Student Aid Report**

After you submit your FAFSA, Federal Student Aid will process it and create your Student Aid Report (SAR). You'll receive an email when it's ready for you to view online. Log in with your FSA ID to review your SAR. Check the Application Status section to make sure your FAFSA is complete.

2. **Set up & check your college email frequently (at least once a week)**

While you're in the process of applying to colleges and waiting to hear about your financial aid, it's important to check email for each college you're considering. This is how they'll tell you if you need to provide other information or forms. Provide the requested information right away or ask for help.

**Important:** If you have been selected for verification you'll need to provide additional information to your college(s). See the section below for how to prepare for verification.

3. **Applying to another college?**

Don't forget, you need to login to your FAFSA and add the college so that they receive your information. Otherwise, the college won't have a financial aid package for you!

4. **Don't be afraid to ask for help!**

No one expects you to have all the answers about financial aid. You can call or visit the financial aid office at any college you've applied to if you have any questions. In addition, you can visit the East Future Center for help with the financial aid process.

5. **Review and accept Financial Aid Awards**

Once the Office of Financial Aid has received and processed all of your information, review your notice of offered financial aid awards carefully and follow the instructions to accept your awards at the college you decide to attend (it could also be called an award letter). If you accept student loans, you will need to complete entrance loan counseling and sign a Master Promissory Note.

---

### **Preparing for FAFSA Verification**

The most common types of information that must be verified are listed below. Begin gathering this information now so you'll be ready to provide copies of it to the Office of Financial Aid, if requested.

**Important – Do not send verification information listed below unless it is requested!**

### Information that May Be Required for Verification:

- Parents or students who did not file taxes in 2016 (& weren't required to file) must submit a signed Statement of Non-Filing & a copy of the W-2 form for each source of 2016 income earned from work. The statement must include:
  - Confirmation that the individual hasn't file & isn't required to file a 2016 return
  - Sources & amounts of income earned from work in 2016
  - Parents & independent students who did not file taxes also must submit Verification of Non-Filing from the IRS:
    - Use IRS Form 4605T, Option 7, to request this form
      - [Click Here](#)
- Proof of identity with either a Driver's License or State issued ID;
- Proof of Supplemental Nutrition Assistance Program (SNAP) benefits, formerly called food stamps, that you or your parent(s) receive;
- Proof of date of graduation, via a High School Transcript or diploma;
- Proof of child support paid;
- Proof of income and tax information
- Added directly to FAFSA using the IRS Data Retrieval Tool
- Requested from the IRS directly via an IRS Tax Return Transcript (instructions below)

### Requesting a Tax Return Transcript:

If you did not use the IRS Data Retrieval Tool to bring tax information directly from the IRS into your FAFSA, you must obtain a **tax return transcript** from the IRS and may be required to submit a copy to each college listed on your FAFSA.

There are two ways to request a tax return transcript. Both are free of charge. It may take **several weeks** to process your request, so make the request as soon as possible after your taxes have been processed. Be sure to request a "**tax return transcript**" not a "tax account transcript."

1. **By phone:** 1-800-908-9946 (7 a.m. – 7 p.m.)  
Transcripts requested by phone can be mailed or faxed to the requestor. If a person has access to a fax machine during the phone call, the IRS can provide a copy immediately.
2. **Request By Mail**

<https://www.irs.gov/Individuals/Get-Transcript> (English)

<https://www.irs.gov/es/individuals/get-transcript> (Spanish)

The English and Spanish forms linked above can be used to request IRS tax return transcripts for those whose address or name have changed.