

# The Application Process: FAFSA to ISIR

## CHAPTER 1

*The laws governing the Federal Student Aid (FSA) programs require that a person apply for aid with a form provided by the U.S. Department of Education (ED) and that no fee be charged for processing it. This is the Free Application for Federal Student Aid (FAFSA®) form, and its online version is FAFSA on the Web<sup>SM</sup> (FOTW®).*

To be considered for federal student aid, a student must complete a FAFSA. It collects financial and other information used to calculate the expected family contribution (EFC) and to determine a student's eligibility through computer matches with other agencies.

The FAFSA is the only form students must fill out to apply for Title IV aid. A school cannot require extra information from students except for verification or resolution of conflicting information. However, a school may require additional information for other purposes, such as packaging private or institutional aid. If the school collects additional information that affects Title IV eligibility, it must take the information into account when awarding Title IV aid.

### TYPES OF APPLICATIONS

Most students use *FAFSA on the Web* to apply for federal student aid, but there are other options.

#### ***FAFSA on the Web (FOTW or fafsa.gov)***

Students can complete an application online at <https://fafsa.gov/> and send it directly to the Central Processing System (CPS). They can also correct previously submitted data that was not imported from the IRS. Help is available for students online or by calling the Federal Student Aid Information Center (FSAIC) at 1-800-4-FED-AID (1-800-433-3243).

#### ***FAA Access to CPS Online***

You can submit a student's application data at FAA Access to CPS Online (<https://faaaccess.ed.gov>). You can also connect to the site through EDExpress.

Before submitting the data, print the signature page/FAFSA summary for the student (and parent if appropriate) to sign, or have the student fill out and sign a paper FAFSA. As noted at the end of *Chapter 2*, you will need to retain either the signed signature page/summary or signed FAFSA for your records, even if the student doesn't receive aid or attend your school.

#### **FAFSA on the Web worksheet**

To make using the Web application easier, ED produces the FAFSA on the Web worksheet, which can be printed from the website.

#### **End of printed publications**

As of August 30, 2018, the Department will no longer print or mail FSA publications, except the paper FAFSA. Publications will still be available online for users to download and print. See the [May 23, 2018, announcement](#).

#### **Advantages of electronic filing**

We strongly recommend electronic applications over the paper FAFSA because of the following benefits:

- Faster processing
- Fewer errors and rejected applications because internal and end-of-entry data edits ensure that required fields are completed and conflicts are resolved prior to submission
- Skip logic, which helps "shorten" the form by allowing applicants to skip over questions that don't pertain to them
- Availability of online help