CLARK STATE

FINANCIAL AID CHECKLIST

Applying for Financial Aid is easier than you think.

You got this, and we're here to answer any questions. Take a look at this checklist.

☐ Create an FSA ID

Create your FSA ID (a username and password) by visiting **www.fsaid.ed.gov**. An FSA ID confirms your identity when you access your financial aid information and electronically sign federal student aid documents. If you are a dependent student, you and your parents will need to each create an FSA ID.

☐ Collect the Following Student Information

- Student Social Security number or alien registration number if not a US citizen
- Income tax returns
- W-2 forms and other records of income if you worked and filed a tax return (Note: It is recommended to use the Data Retrieval Tool in the FAFSA to import Federal Tax Return information)
- Bank records and records of investments (if applicable)
- Records of untaxed income (if applicable)
- If you are married, you will need to collect tax information for you and your spouse.

QUESTIONS?
Financial Aid
Springfield - 937.328.6034
Beavercreek - 937.429.8912
Bellefontaine - 937.328.6484
financialaid@clarkstate.edu

☐ Determine Your Filing Status

If you do not meet one of the following criteria, you must file the FAFSA as a Dependent Student:

- Age 24 by January 1 of the aid year
- Currently serving on active duty in the U.S. Armed Forces for purposes other than training
- Married at the time of filing and signing the FAFSA
- Orphan, Ward of the court or in foster care age 13 or older
- Have legal dependents other than a spouse
- An emancipated minor as determined by a court
- In legal guardianship as determined by a court
- Anytime on or after July 1, 2017, an unaccompanied youth who was homeless as determined by a high school guidance counselor, the director of an emergency shelter or the director of a runaway or homeless youth basic center.

☐ Gather the Following Parent Information (Dependent Students)

Both parents will need to list tax information if they are married or remarried. Otherwise only list the information for your custodial parent.

- Parent(s) Social Security number or alien registration number if not an eligible non-citizen
- Parent(s) date of birth
- Parents marriage, divorce or separation date (your parents information based on marital status at the time the FAFSA is filed)
- Parent(s) income tax returns
- W-2 forms and other records of income if your parent's worked and filed a tax return (Note: It is recommended to use the Data Retrieval Tool in the FAFSA to import Federal Tax Return information)
- Bank records and records of investments (if applicable)
- Records of untaxed income (if applicable)

☐ Complete the FAFSA

Complete and submit the FAFSA at **www.studentaid.gov** as soon as possible after October 1 of your senior year of high school. The earlier your form is received, the better your chances are of receiving funds. There are online tools to assist you with preparation before completing the actual document. **The federal school code for Clark State is 004852. This number ensures your information is forwarded to the Clark State Financial Aid Office.**

☐ Review Student Aid Report (SAR)

Monitor your email carefully. Your Student Aid Report (SAR) will be emailed to you by the Federal Student Aid Department approximately 2-3 days after your FAFSA is processed. Verify the information is correct and make corrections if necessary. The SAR will be sent to the Clark State Financial Aid Office to calculate your award eligibility.

☐ Submit Institutional Paperwork (If Needed)

If you are selected for verification, you will need to submit additional paperwork to the Clark State Financial Aid Office. When you receive notification of the requested paperwork, please respond in a timely manner.

☐ Review Award Letter

Once all documents are received and evaluated, the Financial Aid Office will determine which programs you may qualify for and develop a financial aid package. You will receive an award email explaining the amounts and types of aid you are eligible to receive. You may accept part or all of the aid in the Clark State student portal.