How to Complete the 2023-24 WASFA

Washington Application for State Financial Aid

wsac.wa.gov/wasfa

Updated 12/28/2023

WASHINGTON STUDENT ACHIEVEMENT COUNCIL

EDUCATION · OPPORTUNITY · RESULTS

Overview (1 of 3)

WASFA Privacy Statement

The Washington Student Achievement Council (WSAC) administers state financial aid including the Washington College Grant, the 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 the Washington College Grant and the 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 (2 of 3)

State Financial Aid for Undocumented Students and Other Select Applicants

The Washington Application for State Financial Aid (WASFA) is for people who **don't** file a federal FAFSA application. People who complete a WASFA are applying for state aid only. Please do **not** complete a WASFA if you have already completed a FAFSA.

There are various reasons to complete a WASFA instead of a FAFSA:

- ❑ Immigration status, or student is undocumented
- ❑ Undocumented parents or family members do not wish to file a FAFSA
- ❑ Defaulted federal loans
- ❑ Repayments owed on federal grants

Overview (3 of 3)

The WASFA application can be found at wsac.wa.gov/wasfa. The following instructions will aid you in successfully completing the WASFA.

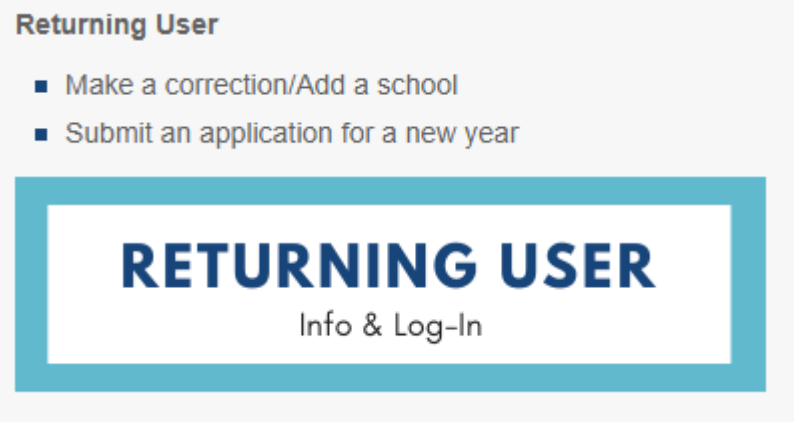
- **New users** completing the WASFA questionnaire for the first time will be asked a series of questions to determine if the WASFA is the appropriate financial aid application to complete. If it is, a link to the WASFA application is provided. If not, a link to the FAFSA is provided.
- **Returning users**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

Please do not create a new account. Contact us via email at: wasfa@wsac.wa.gov if you are unable to access your account.

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.



Returning User Screen

Choose which Returning User scenario applies to you.

Welcome back to the WASFA!

If you have completed a WASFA in the past and want to **apply for a new year**:

- Sign into your WASFA account.
- Select the application year you wish to file.
- Complete the application as instructed.

If you would like to **make changes to a previously submitted WASFA**, or if you would like to add a college to your WASFA application:

- Sign into your WASFA account.
- Select the application you would like to change.
- Make the desired changes.
- Complete the electronic signature.
  - Note: If a parent's signature was required on the application, your parent will need to be invited to sign again.

If you have completed a WASFA in the past but are having **trouble logging in**:

- Please do NOT create a new account.
- Contact wasfa@wsac.wa.gov for help signing into your existing account.

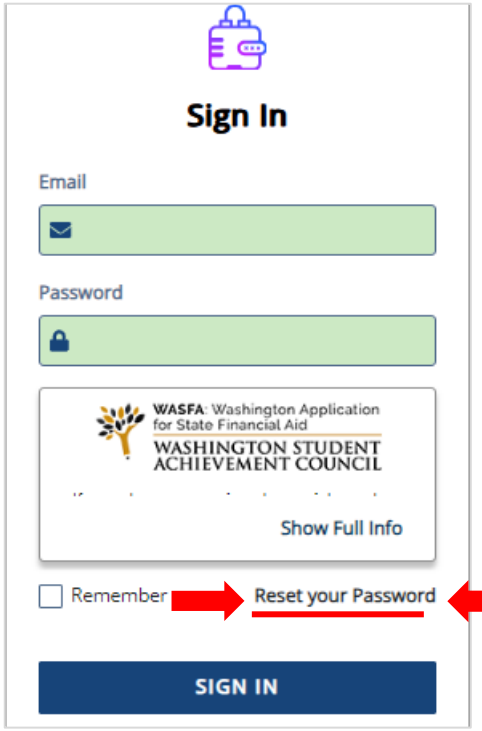
Questions? Contact the Washington Student Achievement Council by email at wasfa@wsac.wa.gov, or call 888-535-0747 and select option 2.

Returning User – Password Reset

If you have forgotten your PASSWORD, please click on the "Reset your password" link from the sign in page. You will be prompted to enter the email address you used when you registered.

You will receive an email with a password reset link. Click the link to be directed to create a new password. Once you click save, you will be redirected to log in with your new password.

1



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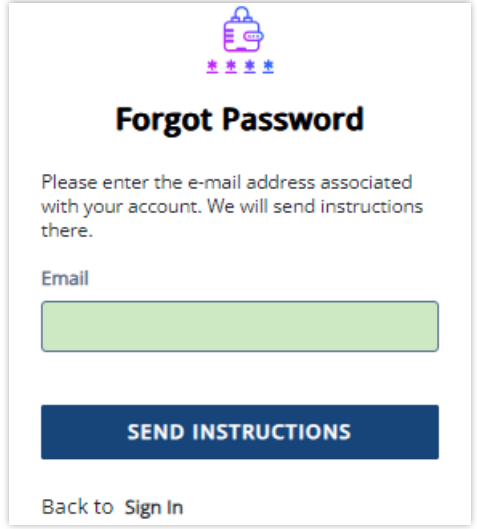

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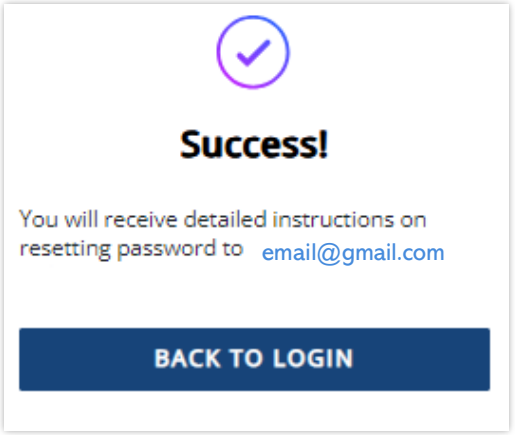


4

Eligibility Questions for New Users

1

The Washington Application for State Financial Aid (WASFA) is for people who don't file a federal FAFSA application. People who complete a WASFA are applying for state aid. There are various reasons to complete a WASFA instead of a FAFSA:

- A person may not be eligible for federal aid due to:
  - Citizenship or immigration status, including being undocumented.
  - Defaulted federal student loans.
  - Repayments owed on federal grants.
- A person may choose not to apply for federal aid due to:
  - Family members who do not want to file the FAFSA.
  - Other personal reasons.

After you complete the WASFA, the college(s) or program(s) you choose will determine whether you meet state residency requirements and state financial aid eligibility. State financial aid could include Washington College Grant, the College Bound Scholarship, Passport to Careers, National Guard Grant, or State Work Study.

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

Start

2

1) Are you any of the following?

- U.S. citizen.
- U.S. permanent resident with a Permanent Resident Card (also known as a "Green Card").
- U.S. national (including American Samoa or Swains Island).
- Citizen of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia.
- T-Visa holder.
- Person with Violence Against Women Act (VAWA) status.
- Person with an Arrival-Departure Record (I-94) from U.S. Citizen and Immigration Services (USCIS) showing any of the following:
  - Refugee
  - Asylum Granted
  - Cuban-Haitian Entrant
  - Conditional Entrant (if issued before April 1, 1980)
  - Parolee (you must be paroled for at least one year, and you must be able to show that you are in the United States for other-than-temporary reasons with the intention of becoming a U.S. citizen or permanent resident)

○ Yes
○ No

Previous Next

3

Have you completed a Free Application for Federal Student Aid (FAFSA)?

○ Yes
○ No

Previous Next

4

Submit the WASFA to apply for Washington state aid

Based on your responses, you should complete a WASFA to apply for Washington state financial aid.

Click the link below to complete your WASFA on the Regent website. For more information, or to update your application in the future, please visit: wsac.wa.gov/wasfa.

Click here for WASFA

We encourage you to create a profile on thewashboard.org. On this free site, you can search and apply for scholarships that match your qualities and interests.

Previous

Prepare to Start the WASFA

What you will need to complete the WASFA:

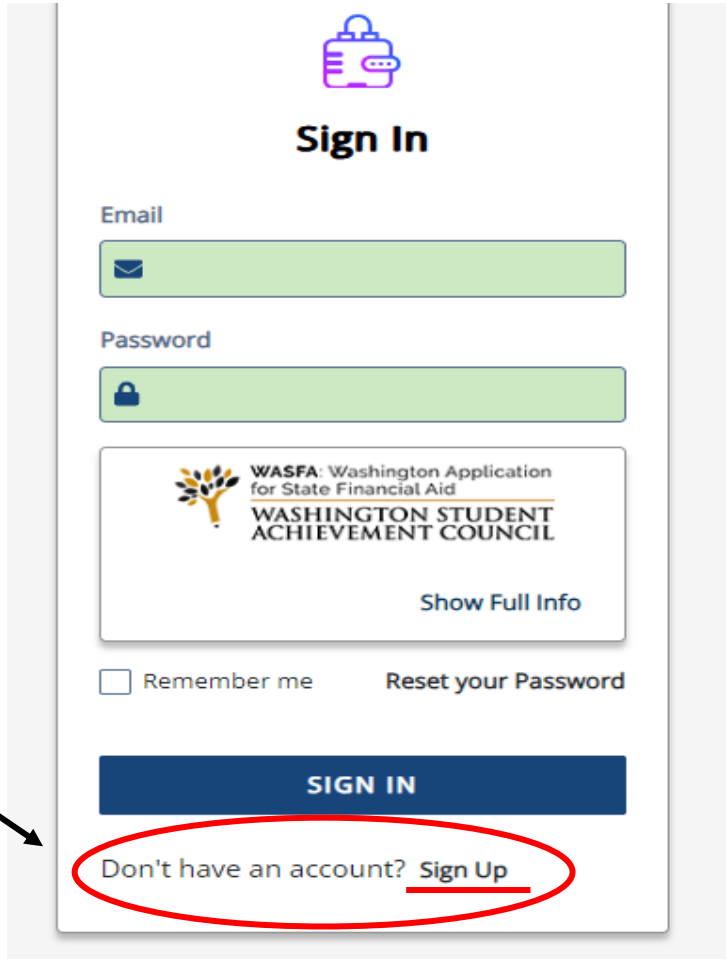
CHECKLIST

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 2023-24 application cycle, you must use information from your 2021 tax return. If you did not file a federal tax return, report the income earned in 2021.
- 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).

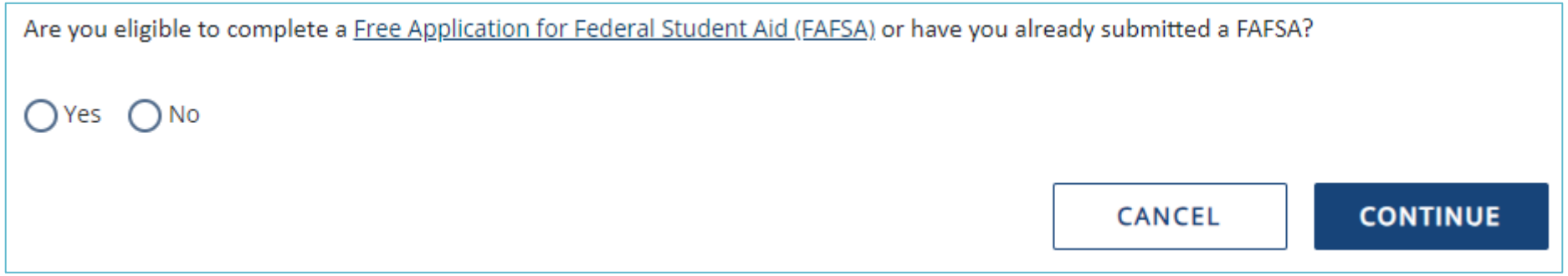
Create New Account – Step 1

To begin, create an account by selecting the **Sign Up** button on the screen shown to the right.



Create New Account – Step 2

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

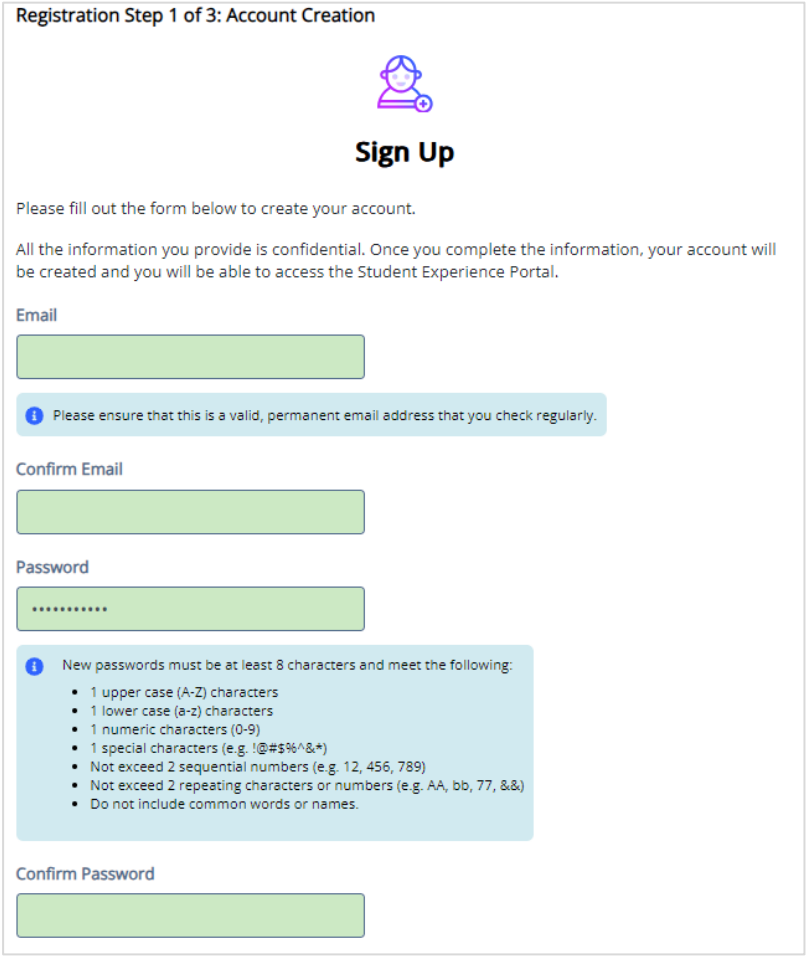


Note: If you have already completed a FAFSA, please do not also complete a WASFA. Your school will be able to determine your eligibility with the information submitted on your FAFSA.

Registration Step 1– Account Creation

Register for new WASFA Account

Please use an email you will be able to check regularly. Ex: a personal Gmail and not a school email.

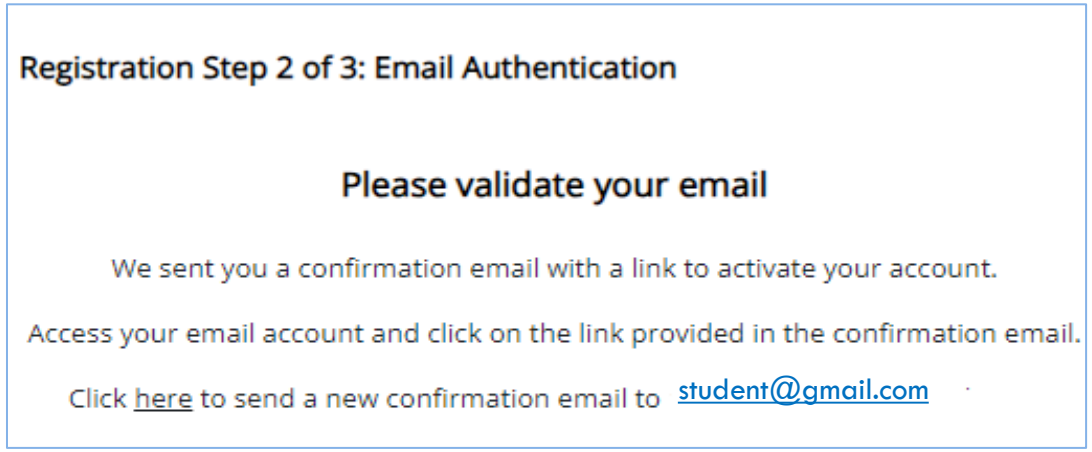


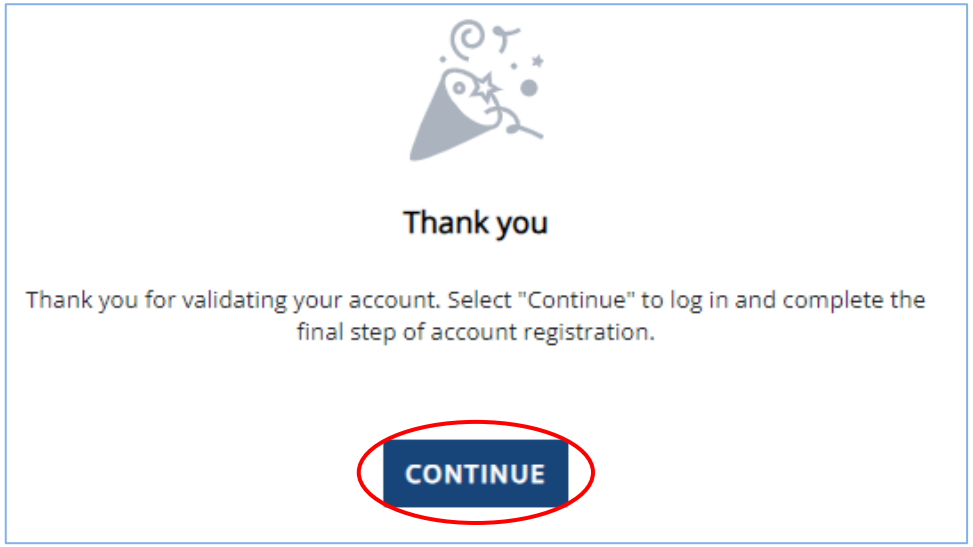
Registration Step 2– Email Authentication

Activate your student account by clicking on the authentication link that is sent to the email provided in step 1.

After clicking the link in step 2, you will be redirected to the WASFA site and will receive the following notification letting you know your account has been successfully activated.

Click "***continue***" button to proceed.

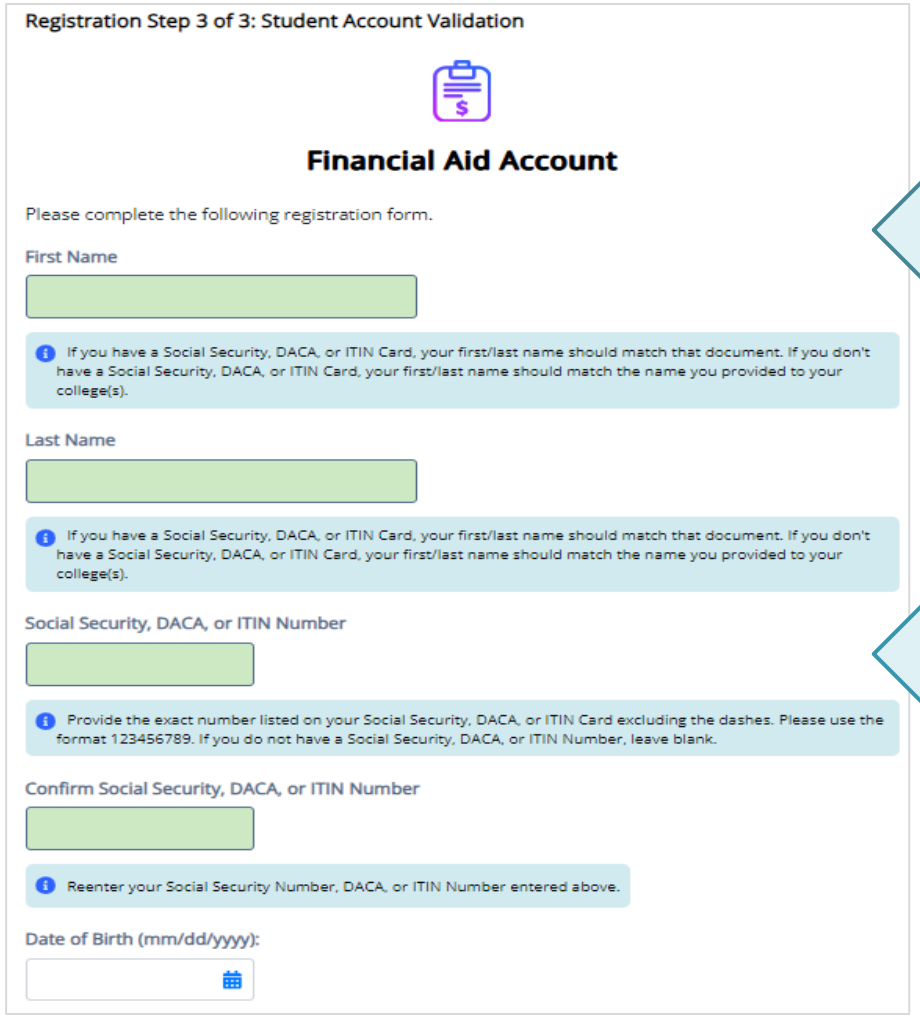




Please note: You will not be able to log in or access your account until your email has been validated

Registration Step 3 – Account Validation

Register for new WASFA account



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

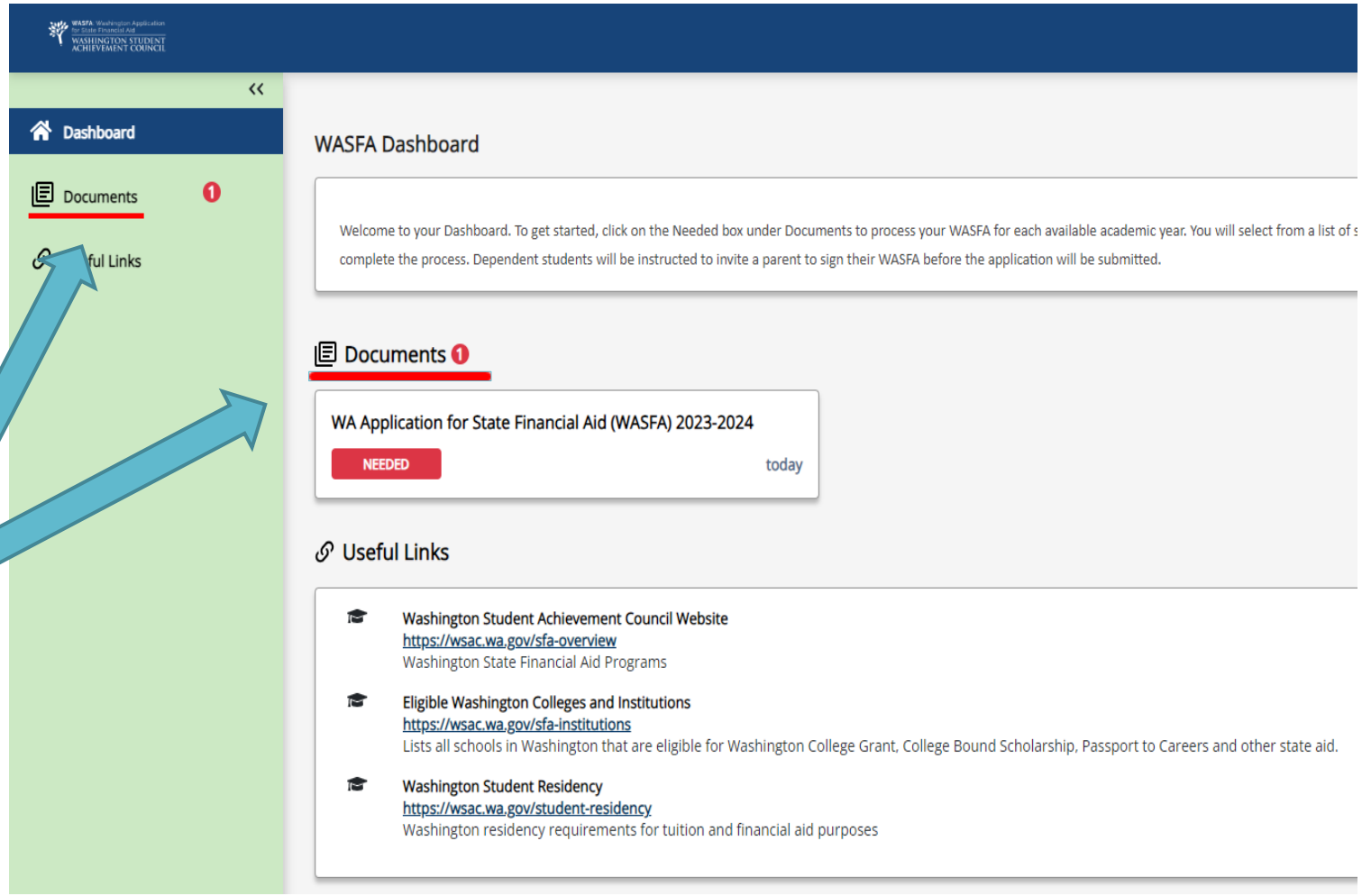
What numbers do I use?

- If you have a SSN, DACA, or ITIN, enter it here. **If you do not, leave blank.**
- 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.

WASFA Dashboard

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

Applications needed, in progress, or previously submitted can be accessed from the Dashboard page or on the Documents page



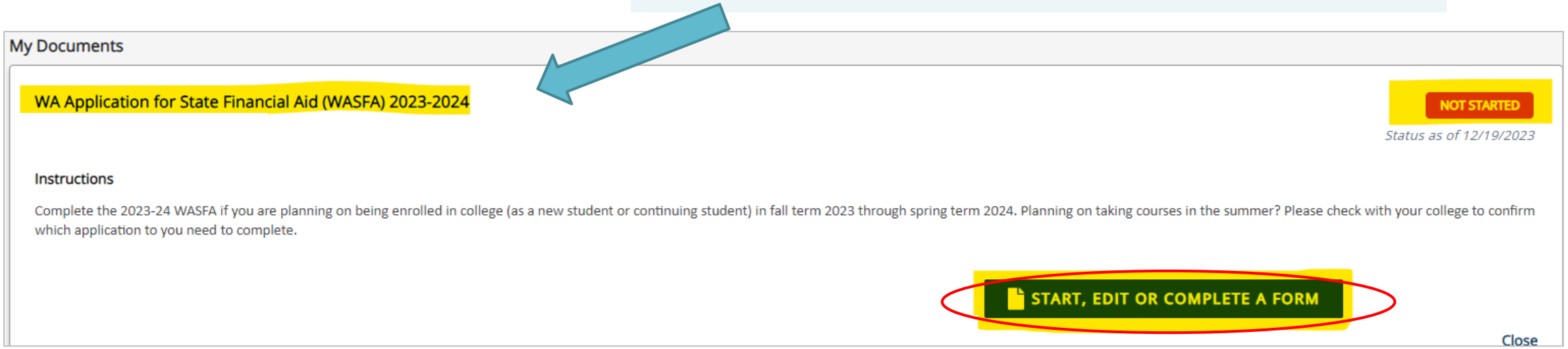
Starting the WASFA

Click on:

START, EDIT OR COMPLETE A FORM

for the application year you want to start.

There may be times where there are multiple application years open at a time. Be sure to select the year for which you will be attending college. For example, if you plan on attending school in the Spring of 2023, you would choose the 2023-2024 application year.

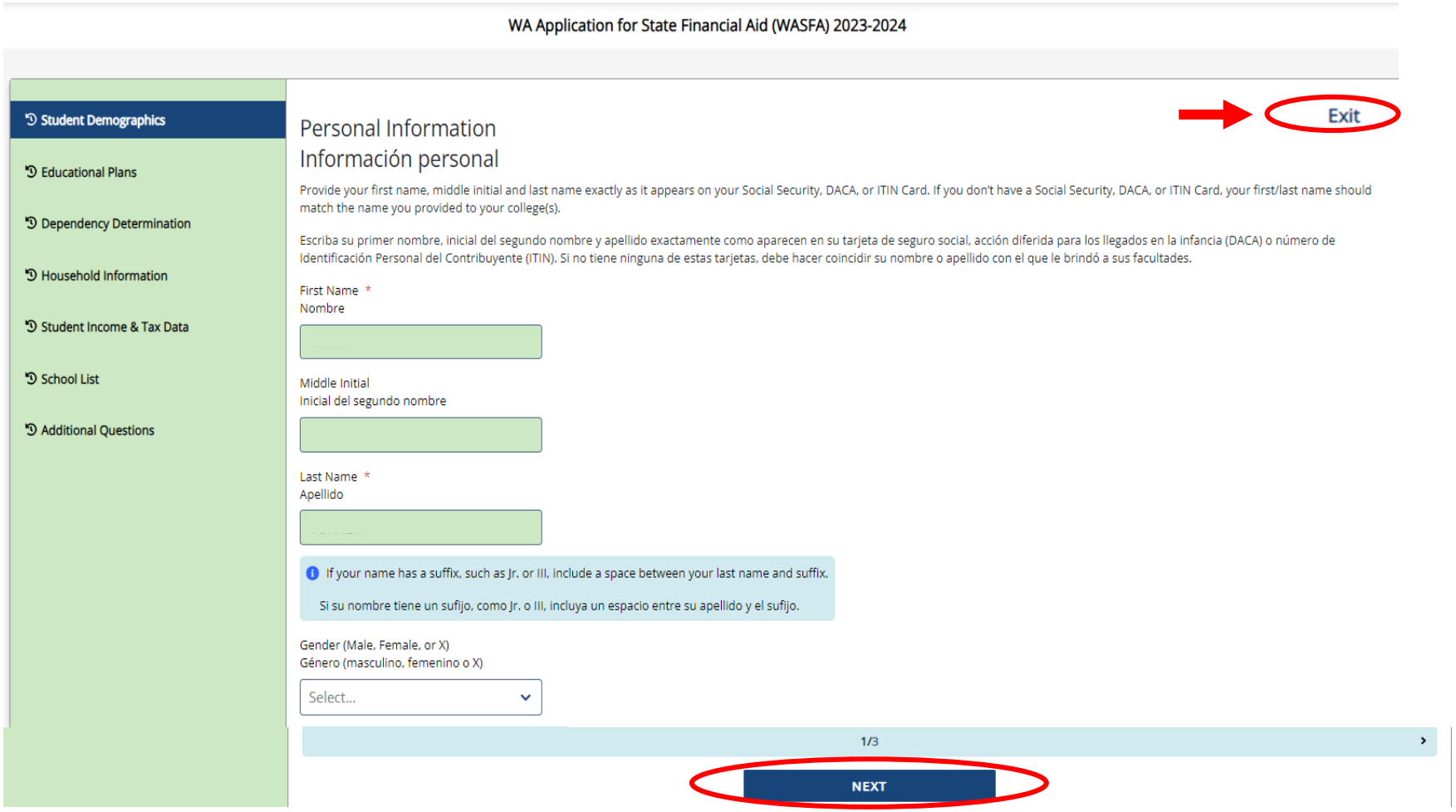


Application in Progress

Upon clicking the "**Start, edit, or complete an application**", you will begin the application process.

Answer the questions and click on the "**Next**" button to continue moving through the application process.

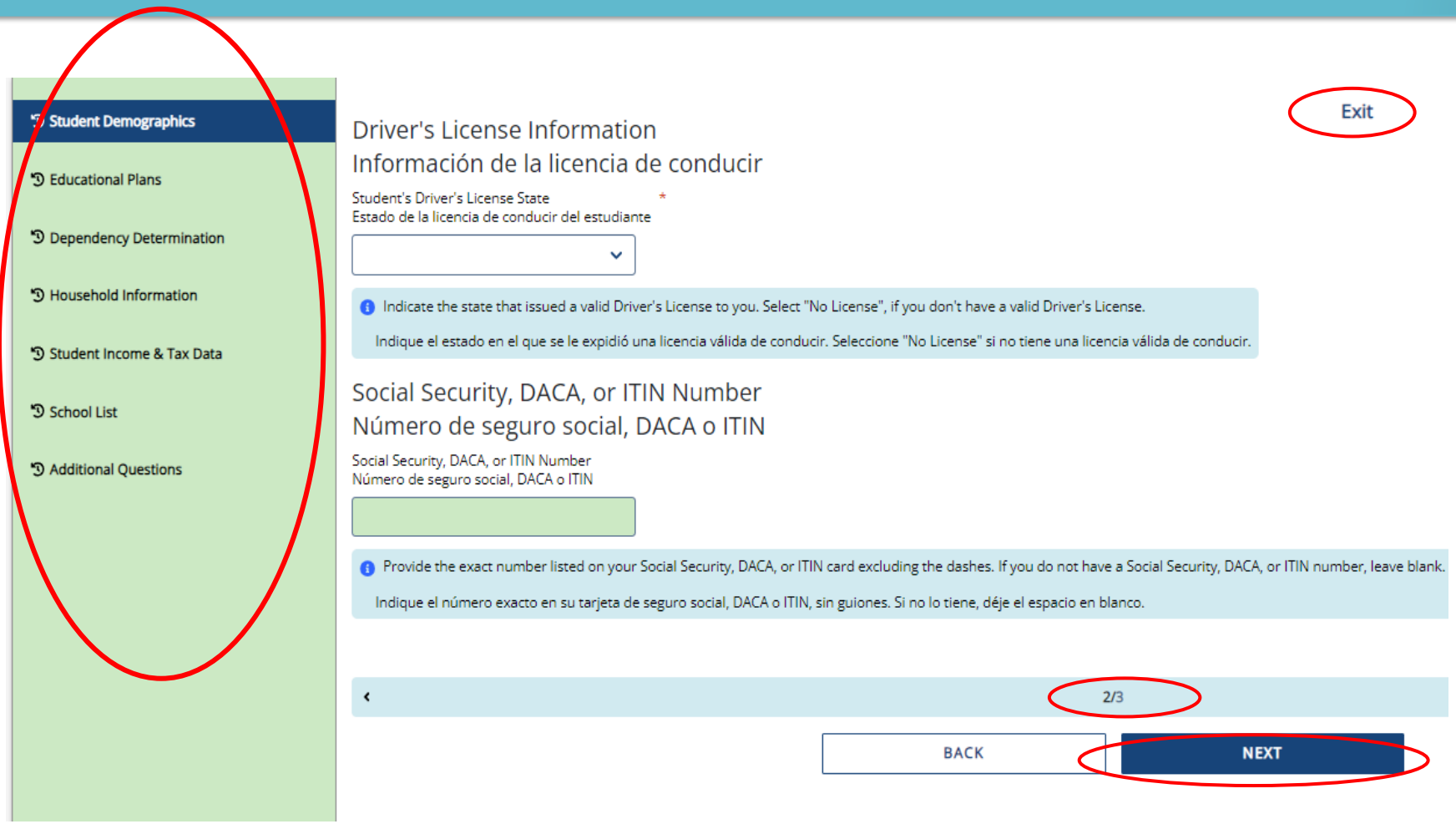
To Save Progress**: **Click "Exit" and then "yes" (see → on top right corner)



Application in Progress (1 of 2)

As you move through the application process, the **green menu** on the left side will display the section you are in, and the numbers in the **bottom blue bar** will display how many parts are in that specific section, and what page you are on. Click "**Next**" to continue.

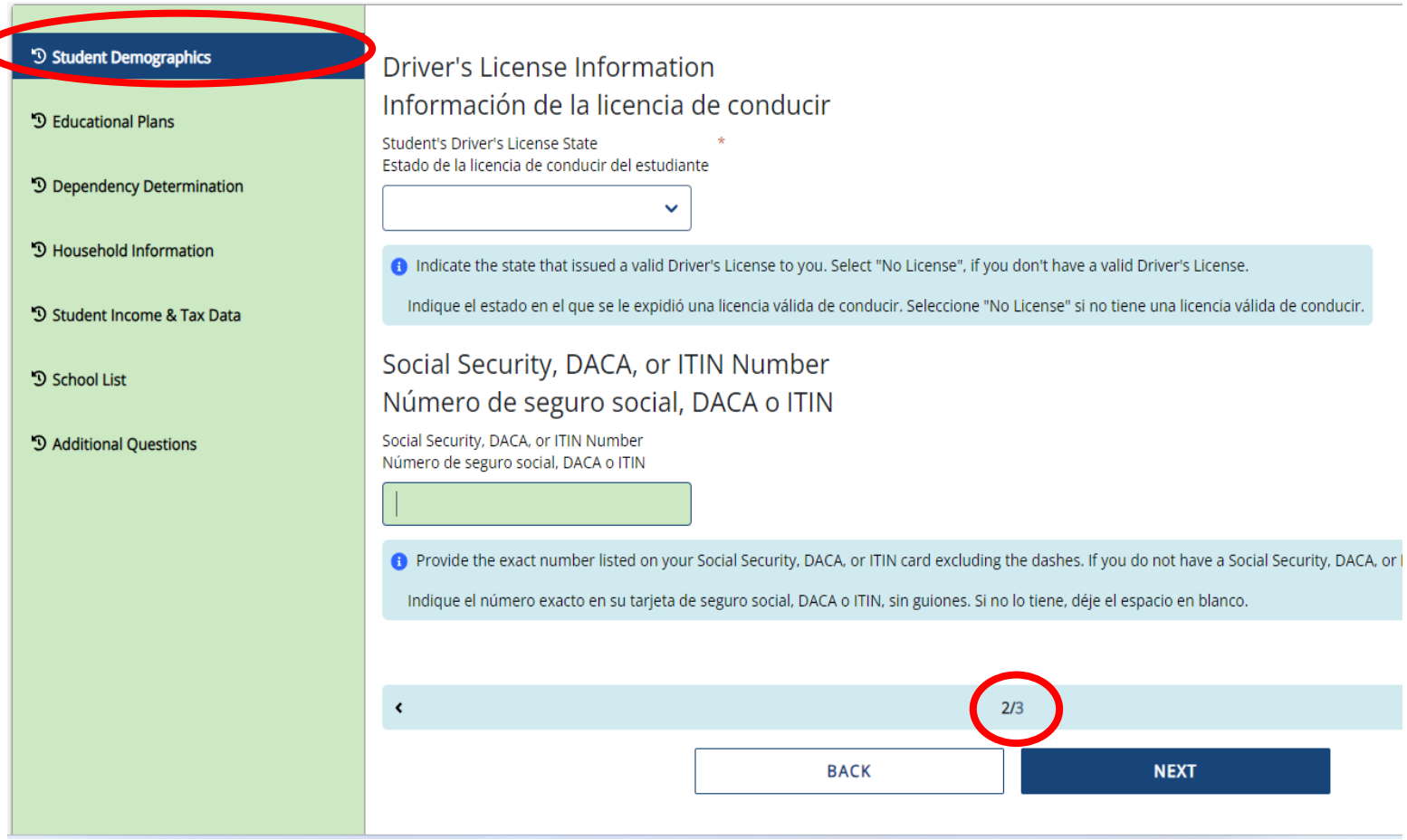
To Save Progress**: **Click "Exit" on top right corner and then "yes".



Application in Progress (2 of 2)

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

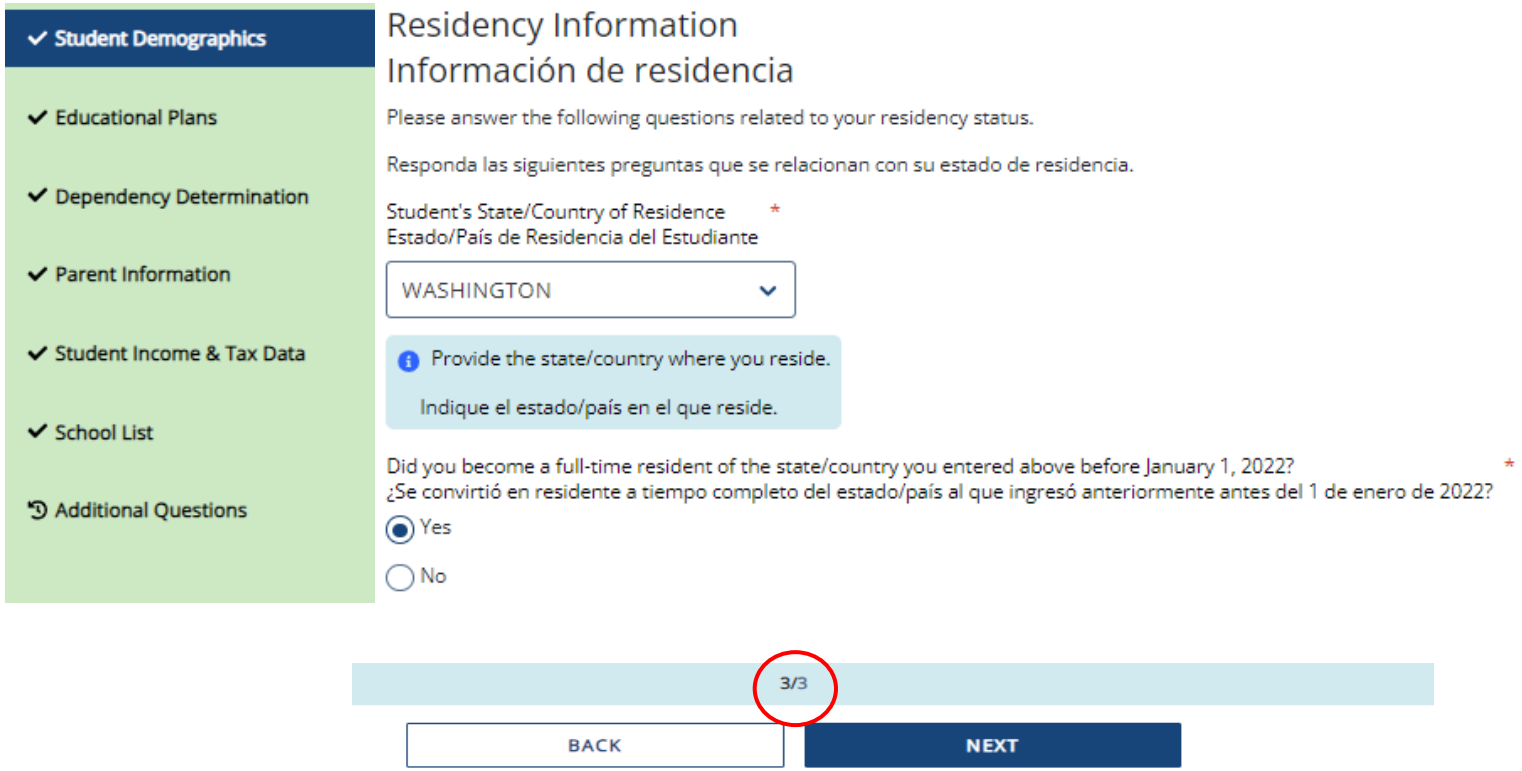
The section and page number within the section we are discussing is circled in **red** in the **left green menu** and **bottom blue bar.**



New Residency Information

Answer all the residency questions carefully and accurately. The residency law changed on July 25, 2021, making it easier for more students to qualify.

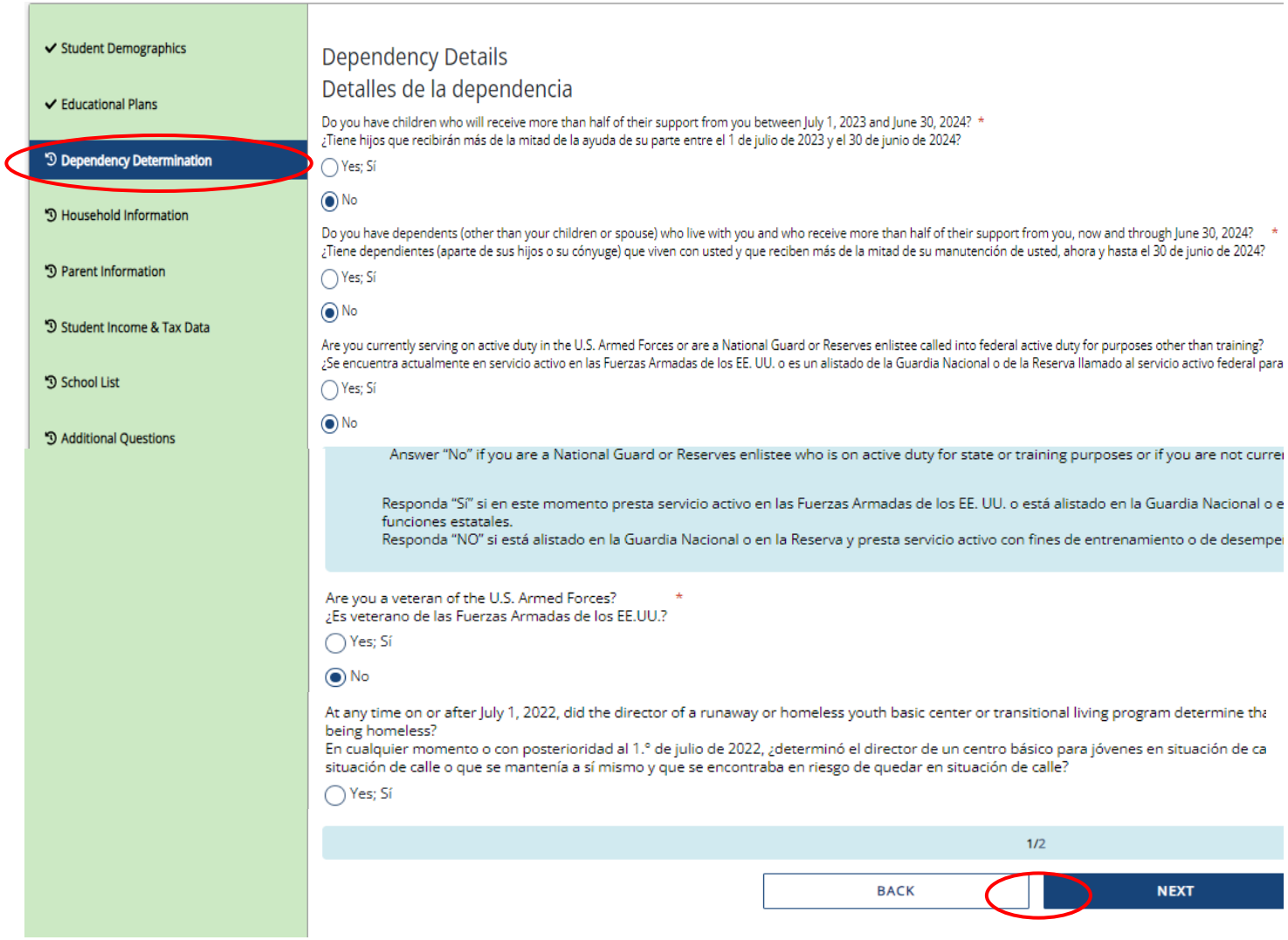
*<u>*More information on the new residency law on slides 39-40*</u>



Dependency Determination (1 of 2)

In the **Dependency Determination** section, answer all the 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.



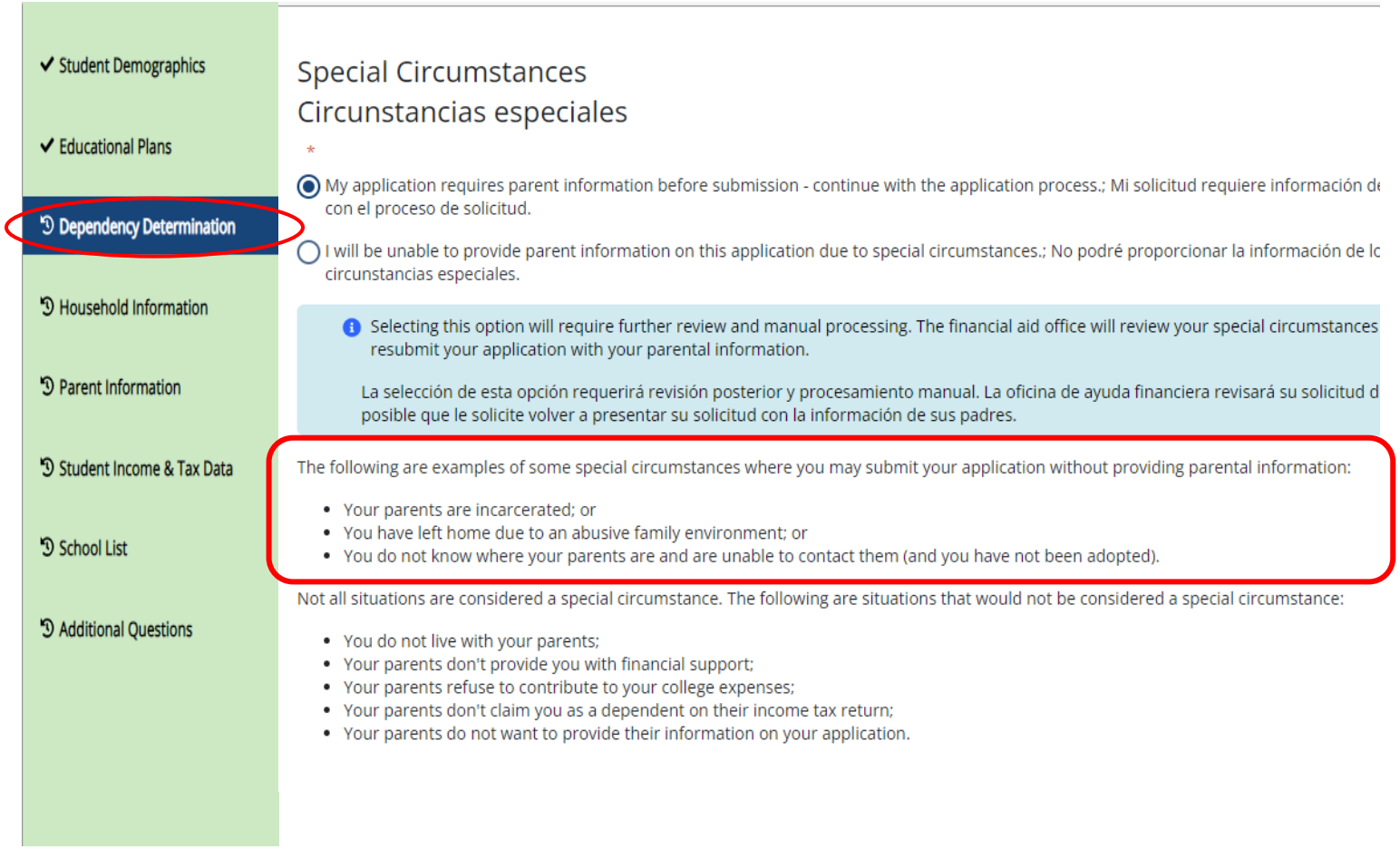
Dependency Determination (2 of 2)

SPECIAL CIRCUMSTANCES

If you are determined to be a "dependent" student, you will be required to answer questions about your parents. Most people will fall into this category.

You may be able to submit your application without parent information under special circumstances if you meet outlined criteria. Your financial aid office will either approve or request for you to submit your parent information.

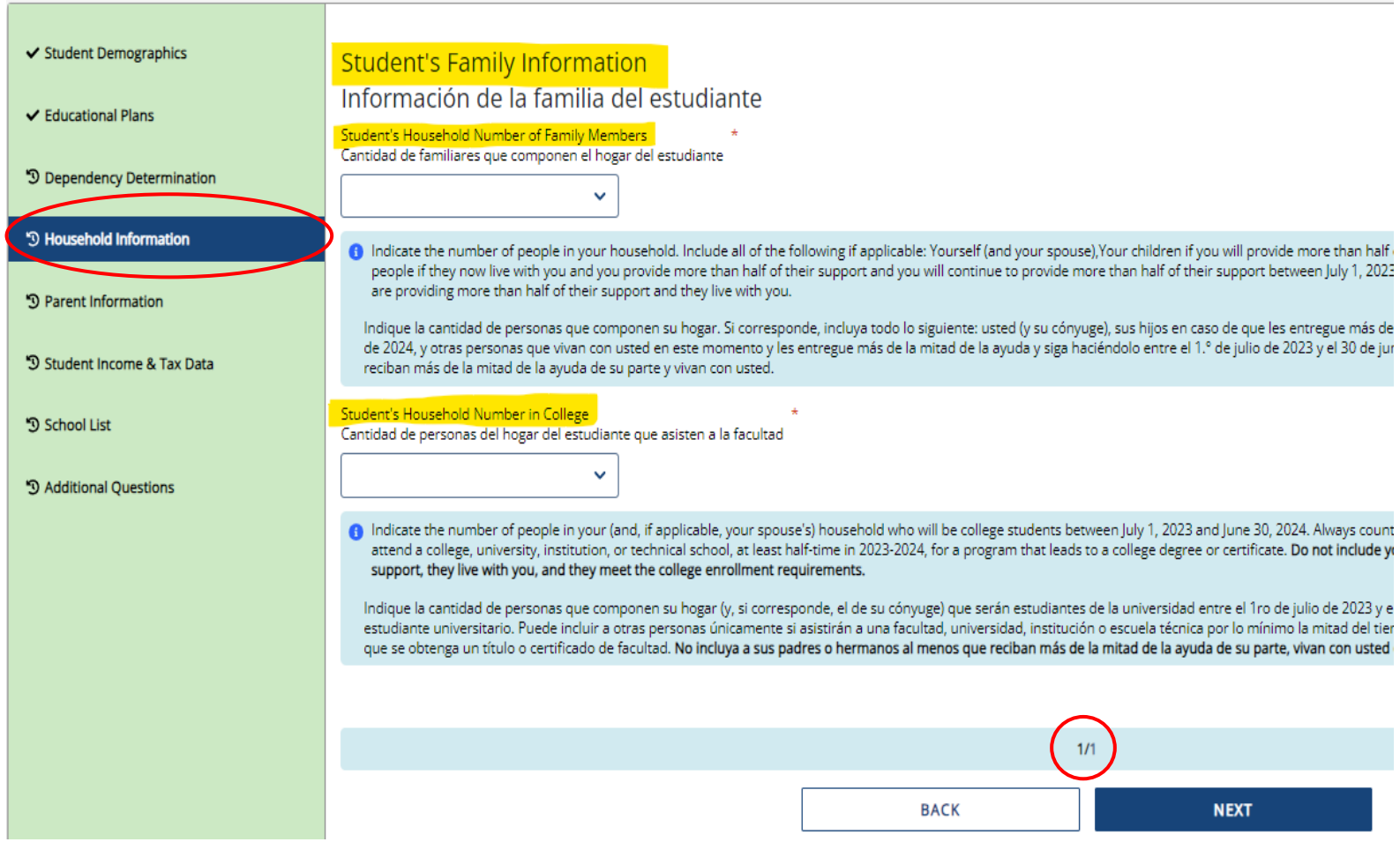
Note: Claiming special circumstances when you do not qualify may delay the processing of your application.



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.

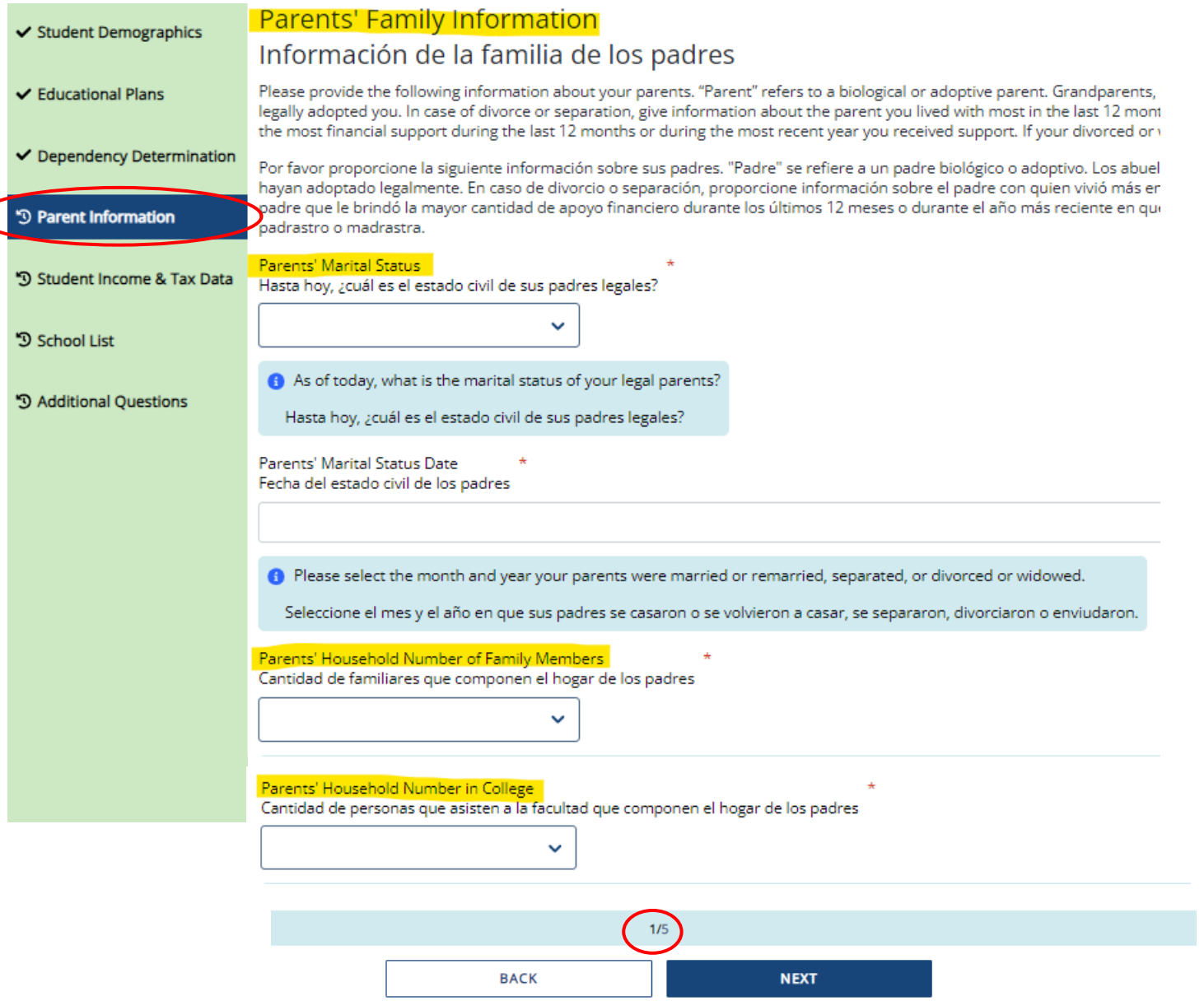
Example: *If a student is unmarried with no children of their own, and is not financially responsible for anyone else, the student's household number is 1 and the student's number in college is 1. Other family members, such as parents and siblings, will be captured in the Parent's Information section.*



Parent Information (1 of 4)

For **Parent Information** answer all questions as they relate to the **parent(s)** and all others they are responsible for supporting financially(including you).

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

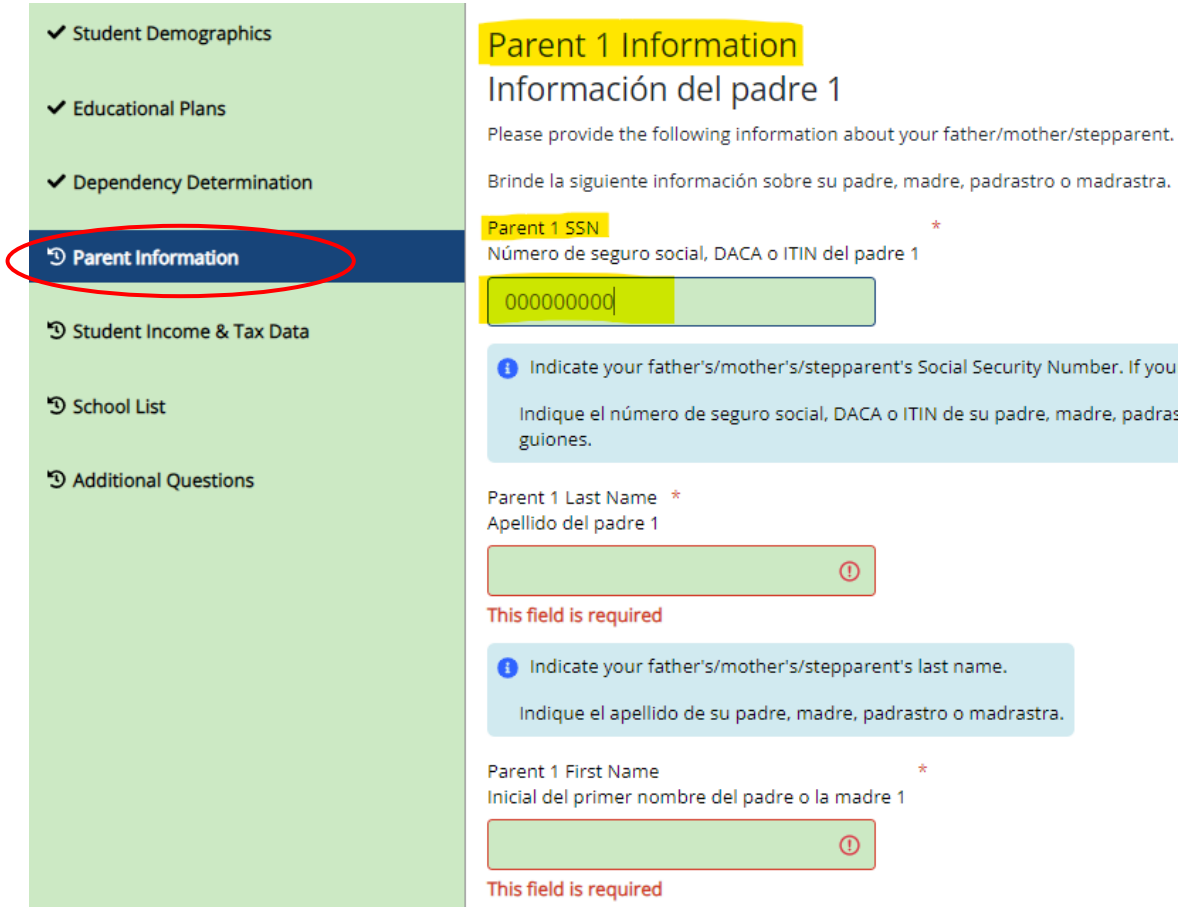


Parent Information (2 of 4) – No Parent SSN

If your parent/s do not have a Social Security Number enter all zeroes (do not put in random numbers).

IMPORTANT:

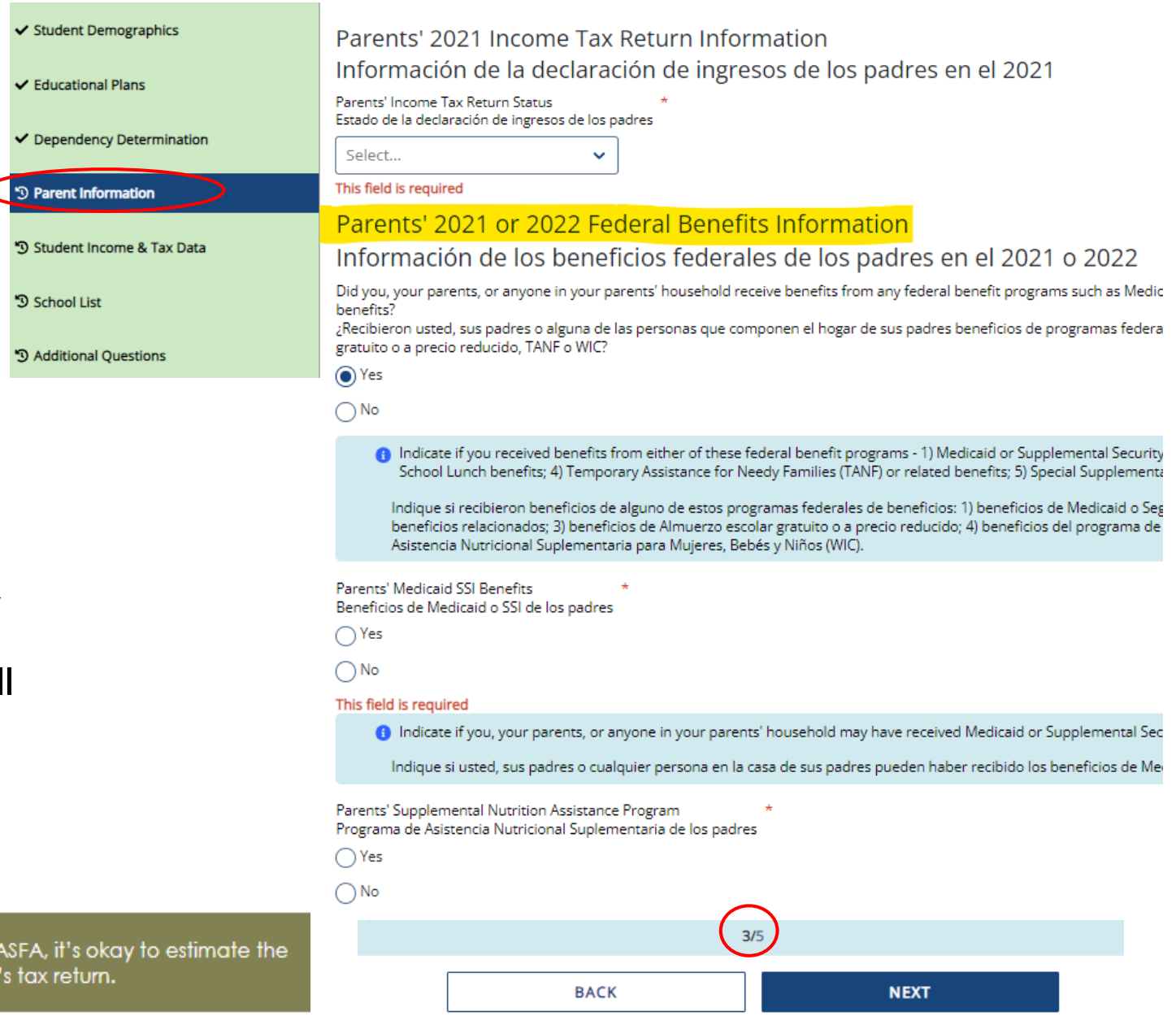
Parent/s **do not need** a Social Security Number for their child to apply for financial aid.



Parent Information (3 of 4)

For **Parent Information** answer all questions as they relate to the **parent(s).**

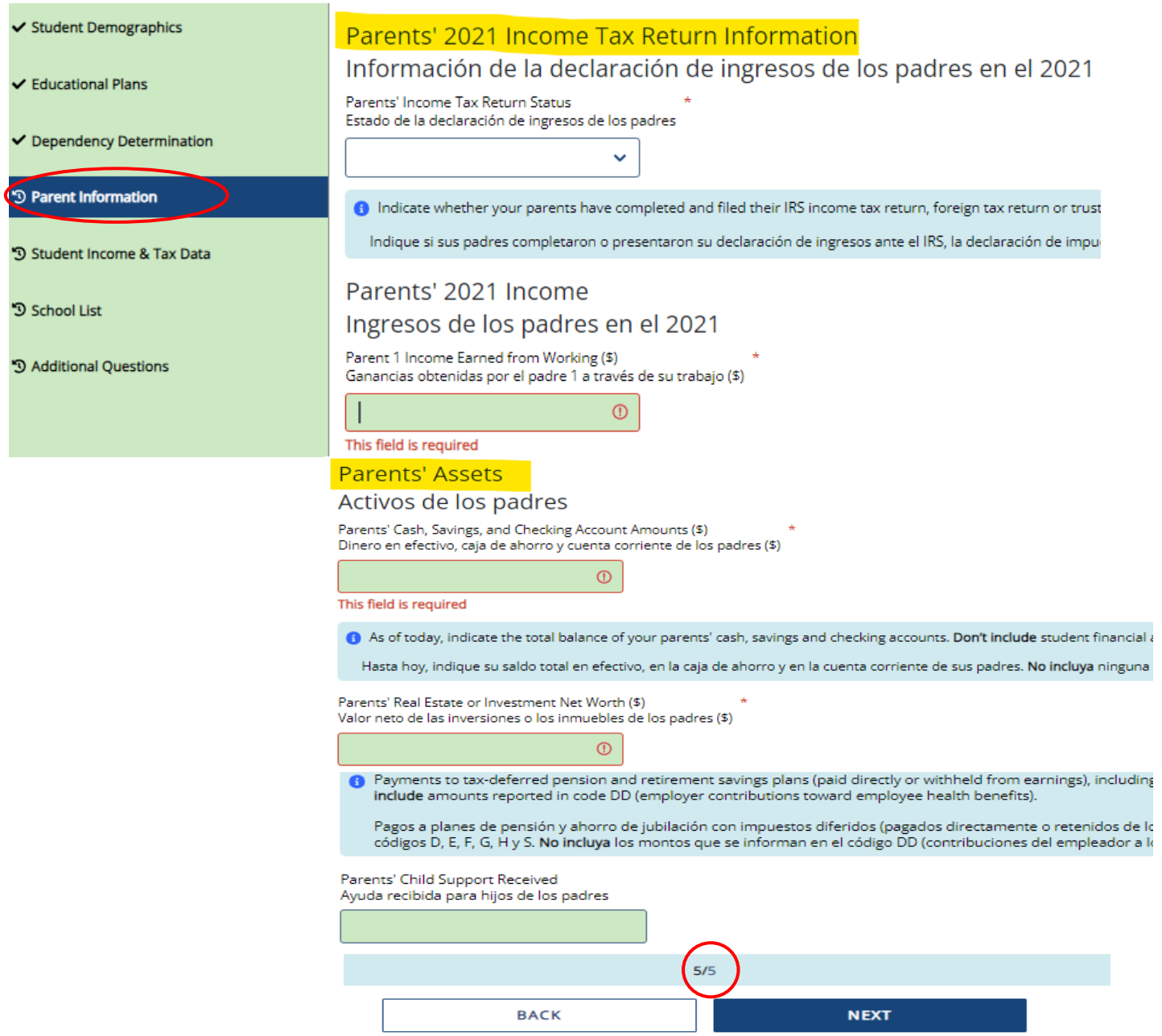
If the family receives federal benefits such as Medicaid, SSI, food assistance, free or reduced-price school lunch or any other assistance, those numbers will be captured on this page under the **Parents' 2021 or 2022** Federal Benefits Information.



If you haven't done your taxes by the time you fill out your WASFA, it's okay to estimate the amounts. You might want to base your estimates on last year's tax return.

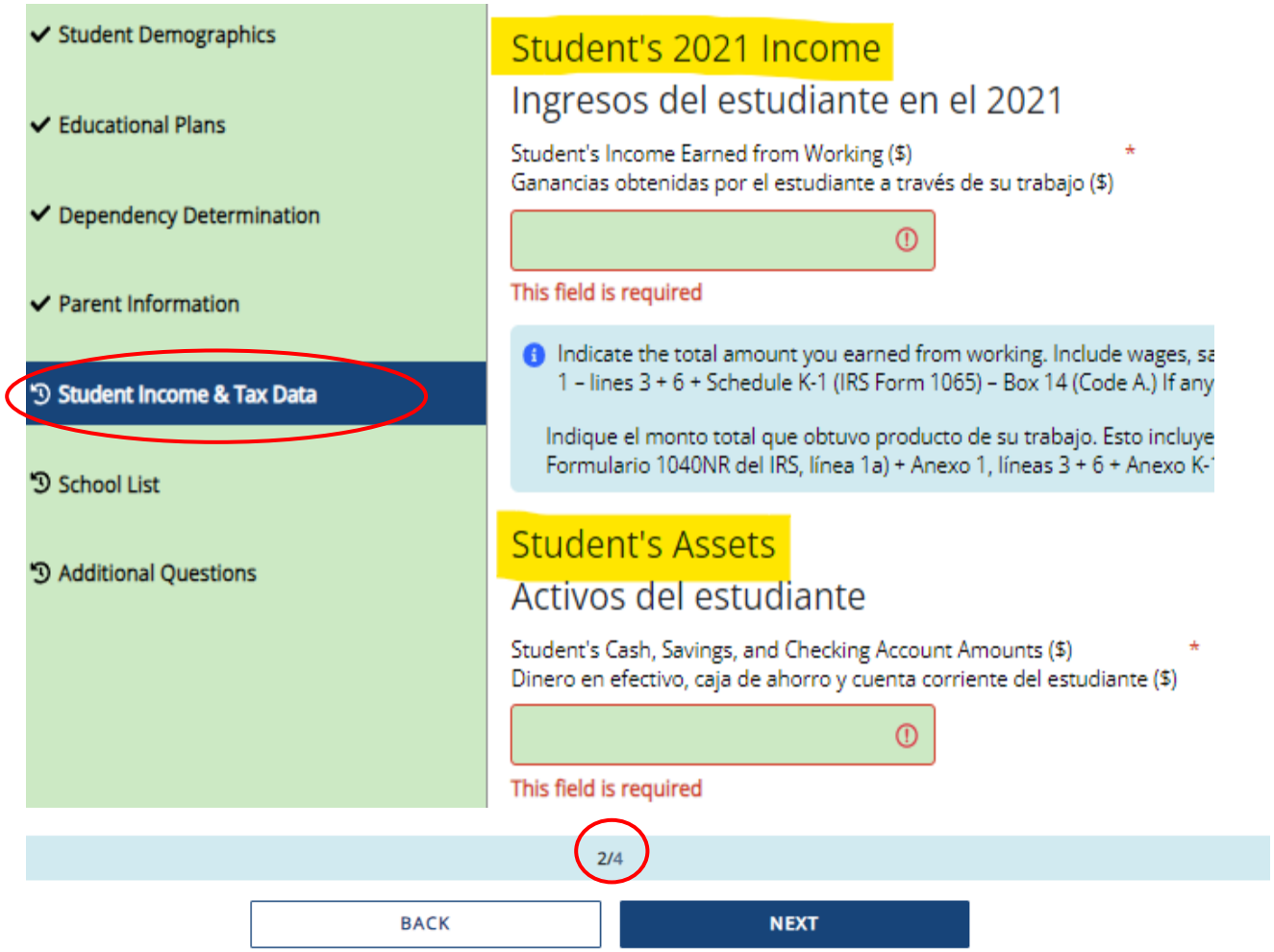
Parent Information (4 of 4)

Parents' and students, are not required to file taxes to receive state aid. However, if income reported is $50,000 and over, questions regarding assets and untaxed income will need to be estimated using bank statements, paystubs, etc.



Student Income and Tax Data

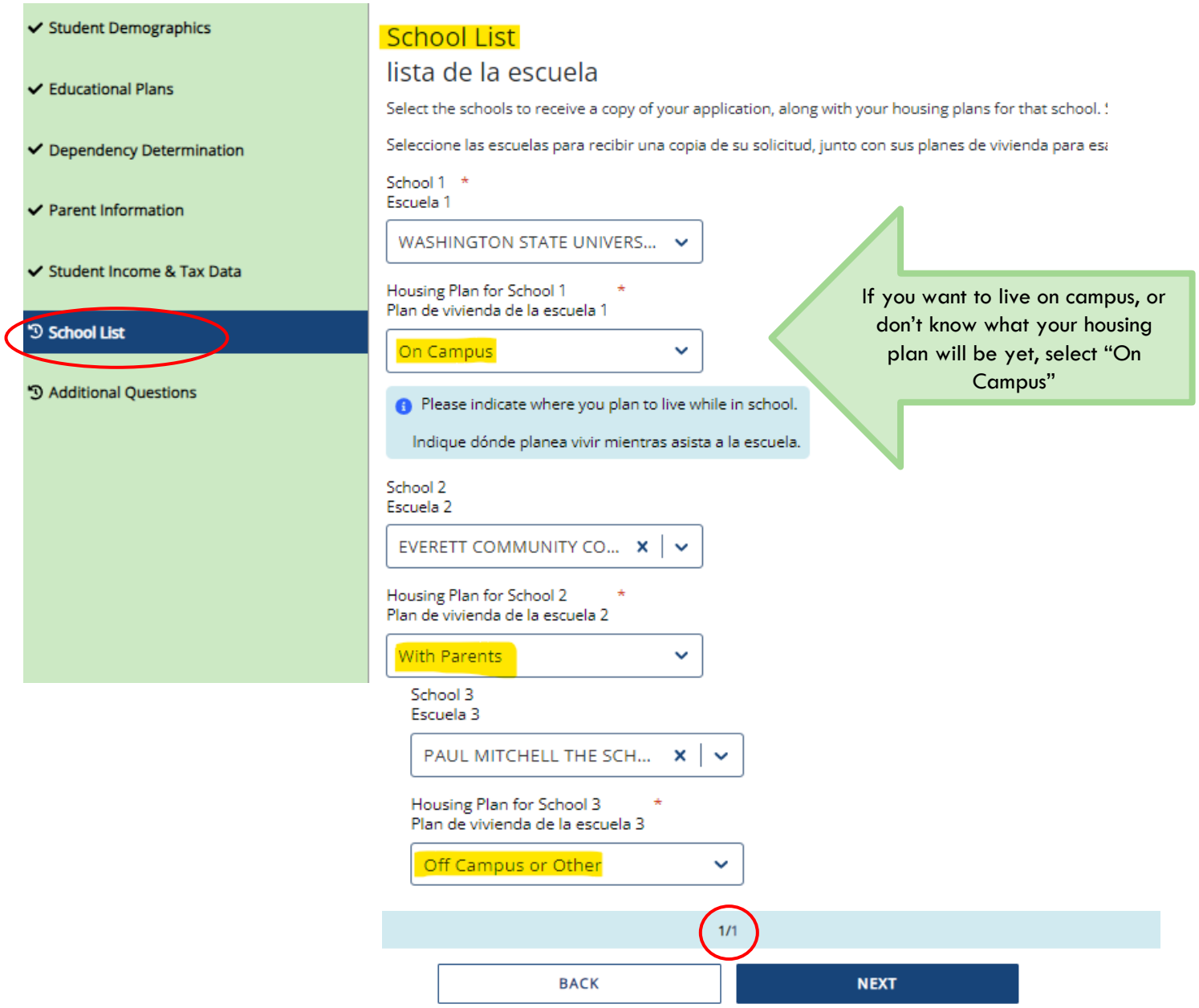
On **Student Income & Tax Data** answer all questions as they relate to only **the student**, including additional income and federal benefits. If the family receives food assistance or other assistance, those numbers will be captured in the parent section of the application.



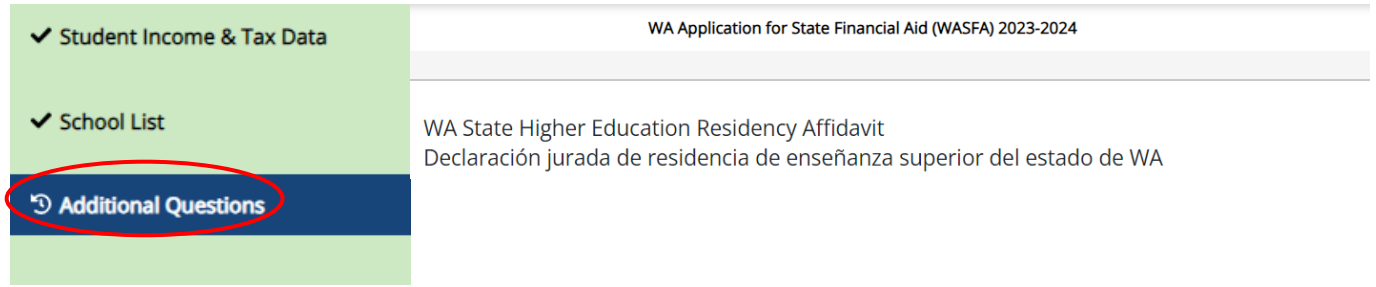
School Selection

Select the schools you are considering attending, even if you haven't applied or been accepted. You may **choose 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.

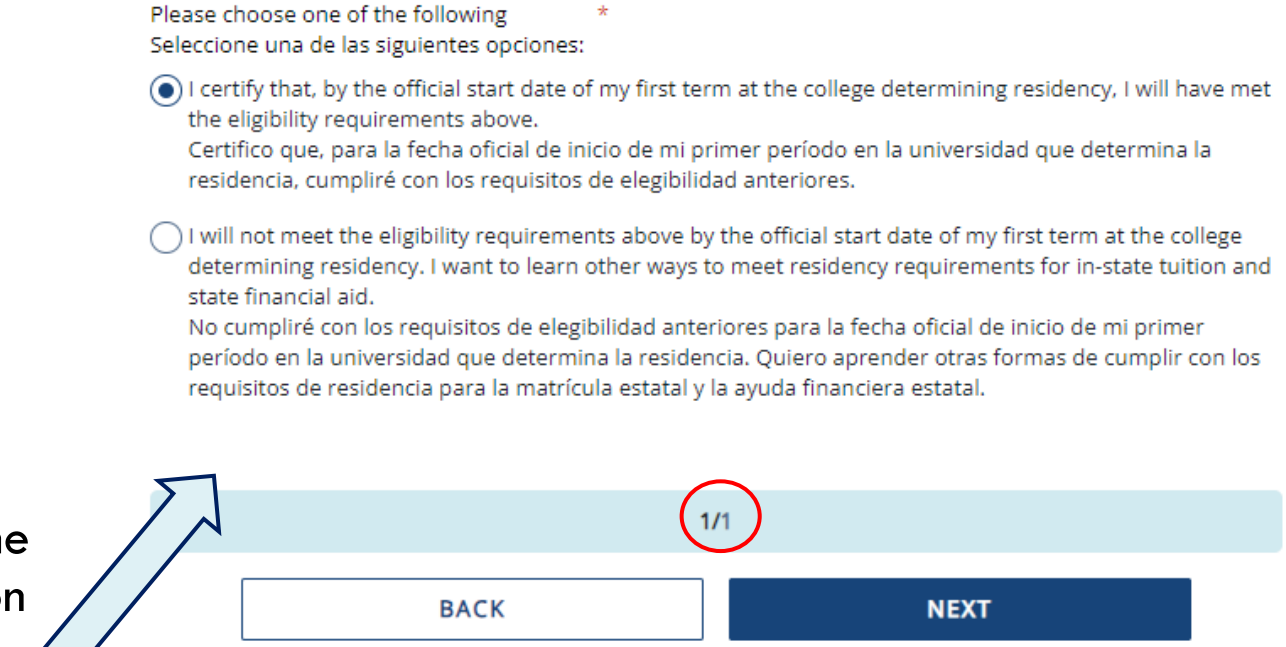


Residency Information



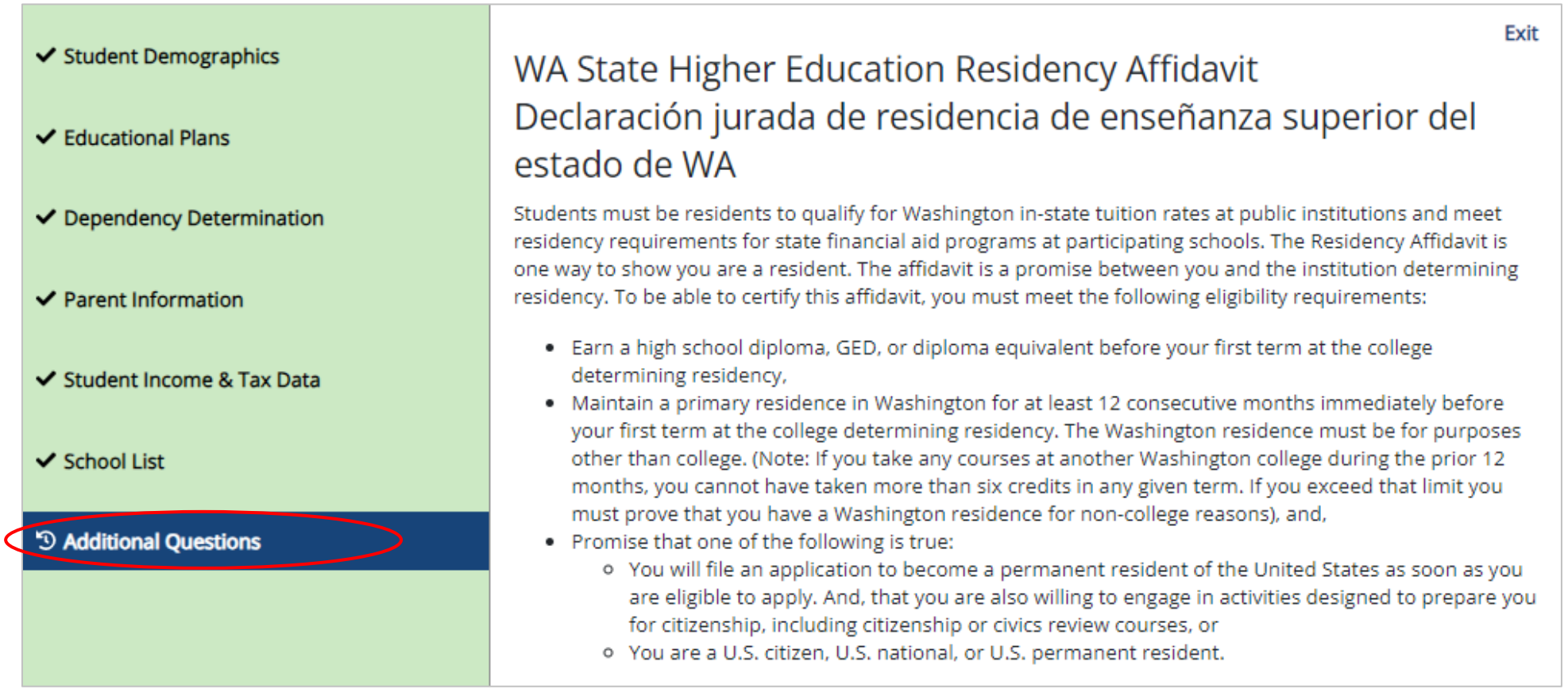
Answer all the residency questions carefully and accurately. The residency law changed on July 25, 2021, making it easier for more students to qualify.

In this section, you are certifying that you meet the requirements shown in the: "**WA State Higher Education Residency Affidavit**" and "**Certification Regarding Permanent Residency Application and Related Responsibilities.**" Please read the descriptions carefully. (Sample affidavit on next page)



Choosing "I will not meet" will open questions for you to answer regarding DACA.

WA State Higher Education Residency Affidavit Sample



Residency Affidavit Update

NEW REQUIREMENT AS OF JUNE 6, 2022:

The Washington residence must be for purposes other than college. reasons.

Exit

WA State Higher Education Residency Affidavit
Declaración jurada de residencia de enseñanza superior del estado de WA

Students must be residents to qualify for Washington in-state tuition rates at public institutions and meet residency requirements for state financial aid programs at participating schools. The Residency Affidavit is one way to show you are a resident. The affidavit is a promise between you and the institution determining residency. To be able to certify this affidavit, you must meet the following eligibility requirements:

- Earn a high school diploma, GED, or diploma equivalent before your first term at the college determining residency,
- Maintain a primary residence in Washington for at least 12 consecutive months immediately before your first term at the college determining residency. The Washington residence must be for purposes other than college. (Note: If you take any courses at another Washington college during the prior 12 months, you cannot have taken more than six credits in any given term. If you exceed that limit you must prove that you have a Washington residence for non-college reasons), and,
- Promise that one of the following is true:
  - You will file an application to become a permanent resident of the United States as soon as you are eligible to apply. And, that you are also willing to engage in activities designed to prepare you for citizenship, including citizenship or civics review courses, or
  - You are a U.S. citizen, U.S. national, or U.S. permanent resident.

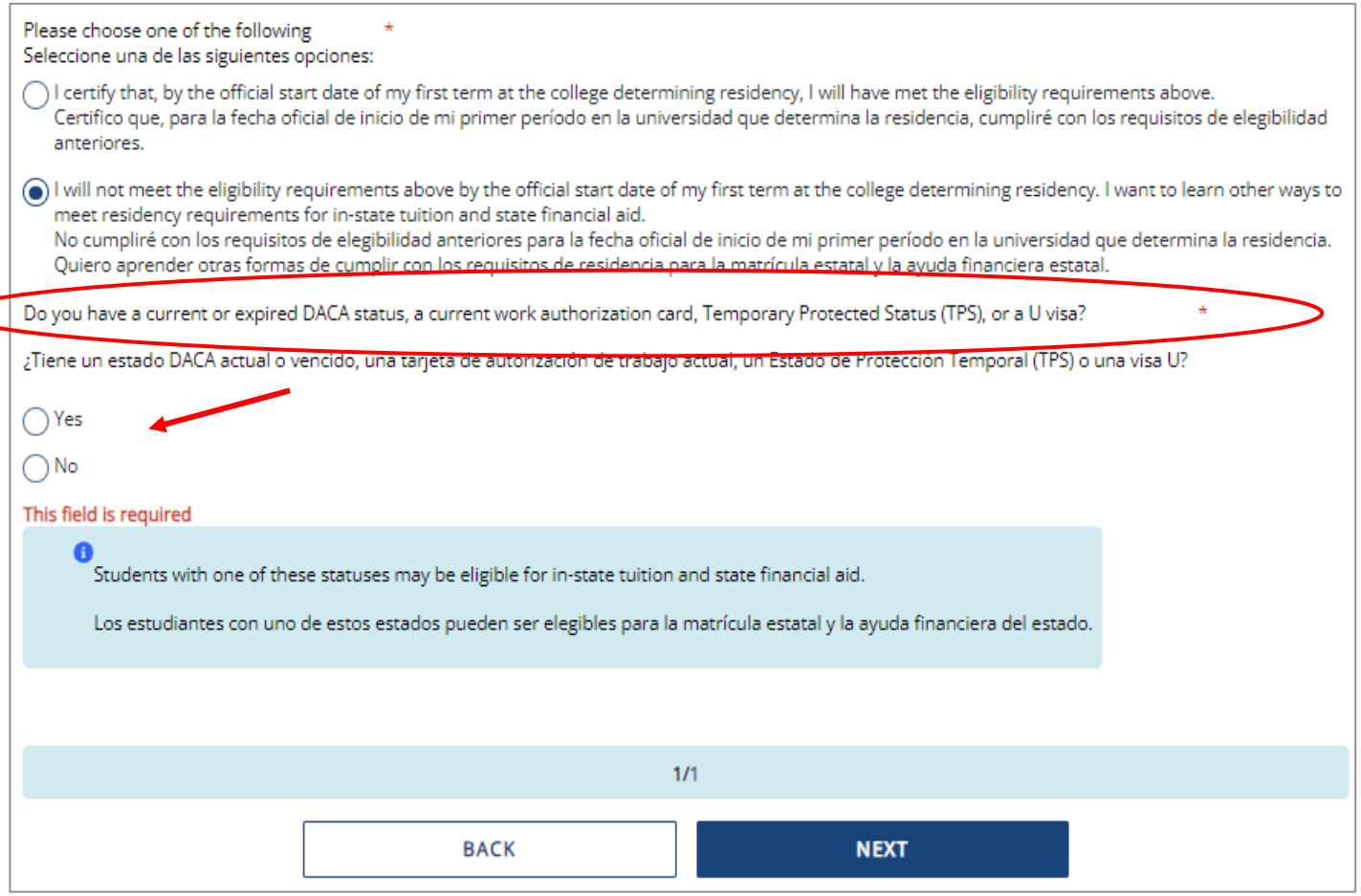
Residency Information

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

If you answer **"I will not meet the eligibility requirements"** in this section, you will need to answer the DACA question, then click Save and Continue.

If you answer **"No"** to the DACA question, continue filling out the WASFA to the end. Your school will determine if you meet eligibility based on the information you provide.

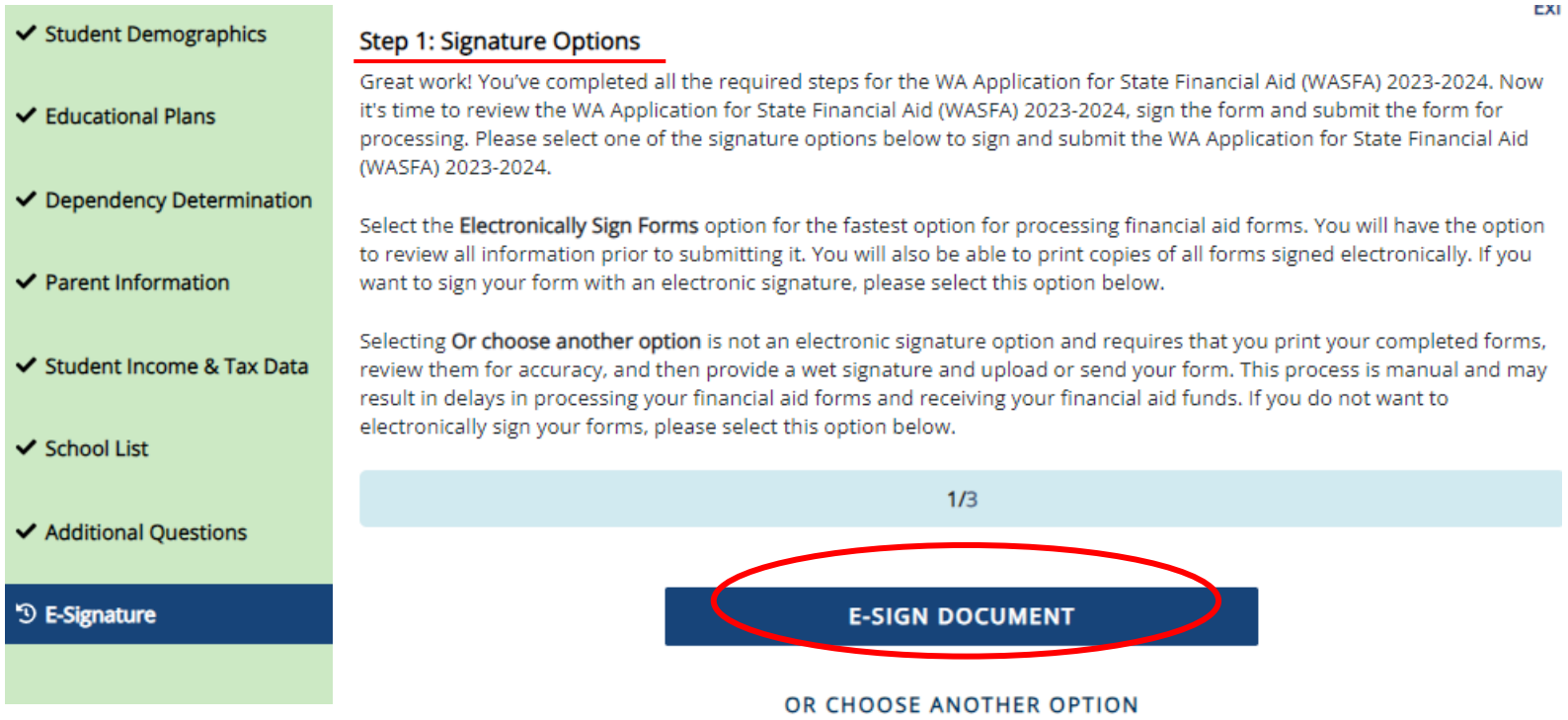
Note: *You will not get the DACA question if you answered, "I certify that, by the official start date of my first term at the college determining residency, I will have met the eligibility requirements above."*



Signature Section- Step 1

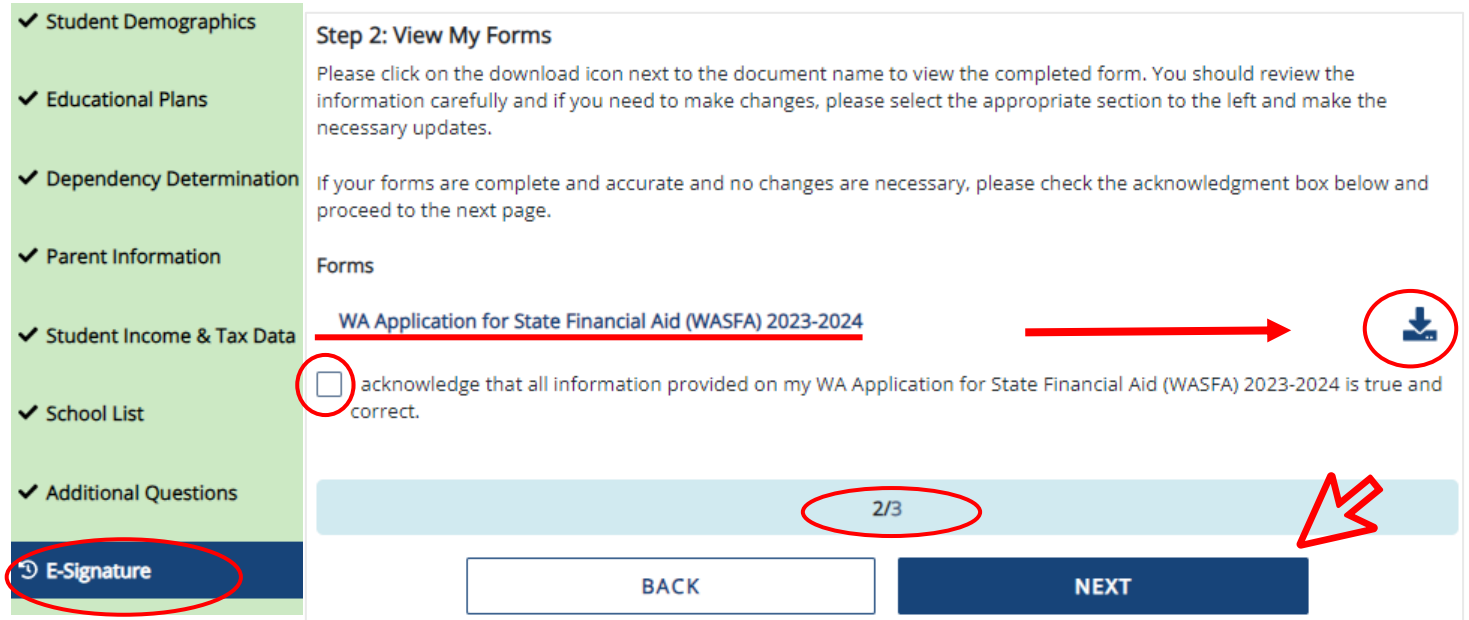
Once all required sections have been completed, you will be directed to the signature section for the final step in the application process.

Click **E-Sign Document** to continue.



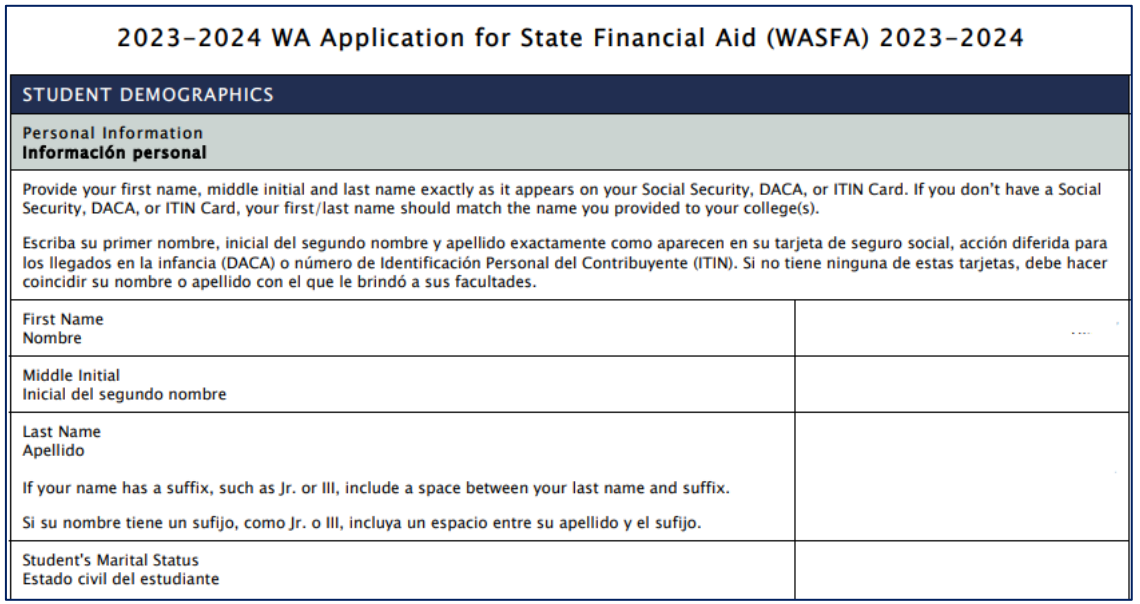
Important: *The* "Or Choose Another Option", will have longer processing times and potential delays in determining your financial aid eligibility. ***Please do not choose that option without contacting WASFA@wsac.wa.gov first.***

Signature Section- Step 2



E-Signature – The View My Forms section is an opportunity to download your application and review all your answers by clicking on the icon. You **MUST** open and preview the downloaded form before you can acknowledge that the information is true and correct. *Please review answers carefully and make any needed corrections before signing.*

The form will open in a separate tab. Once you have viewed it you can close the tab, check the box acknowledging your information is true and correct, then click **Next.**



2023–2024 WA Application for State Financial Aid (WASFA) 2023–2024

STUDENT DEMOGRAPHICS

Personal Information
Información personal

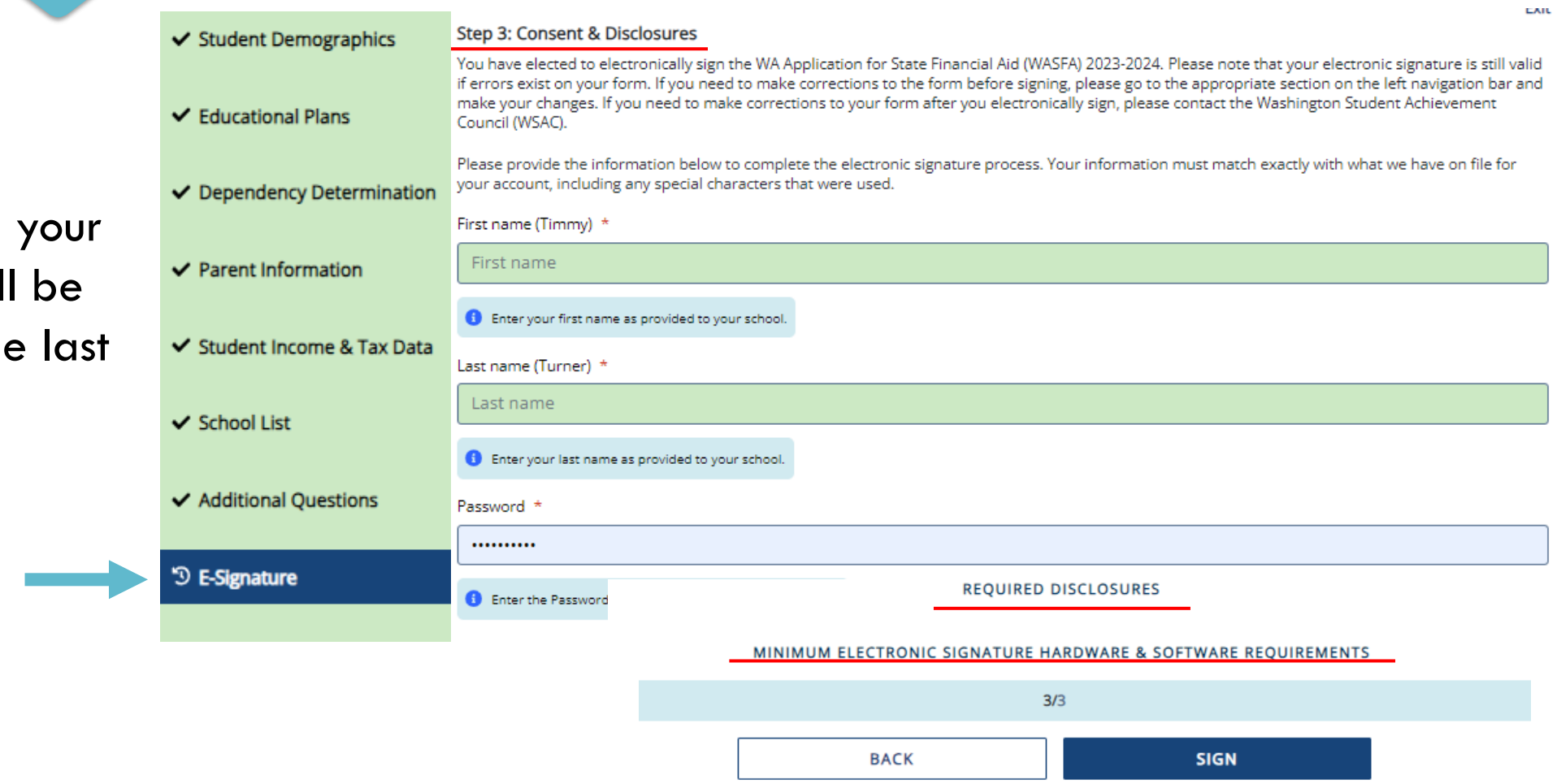
Provide your first name, middle initial and last name exactly as it appears on your Social Security, DACA, or ITIN Card. If you don't have a Social Security, DACA, or ITIN Card, your first/last name should match the name you provided to your college(s).

Escriba su primer nombre, inicial del segundo nombre y apellido exactamente como aparecen en su tarjeta de seguro social, acción diferida para los llegados en la infancia (DACA) o número de Identificación Personal del Contribuyente (ITIN). Si no tiene ninguna de estas tarjetas, debe hacer coincidir su nombre o apellido con el que le brindó a sus facultades.

First Name Nombre	
Middle Initial Inicial del segundo nombre	
Last Name Apellido If your name has a suffix, such as Jr. or III, include a space between your last name and suffix. Si su nombre tiene un sufijo, como Jr. o III, incluya un espacio entre su apellido y el sufijo.	
Student's Marital Status Estado civil del estudiante	

Electronic Signature Page Sample

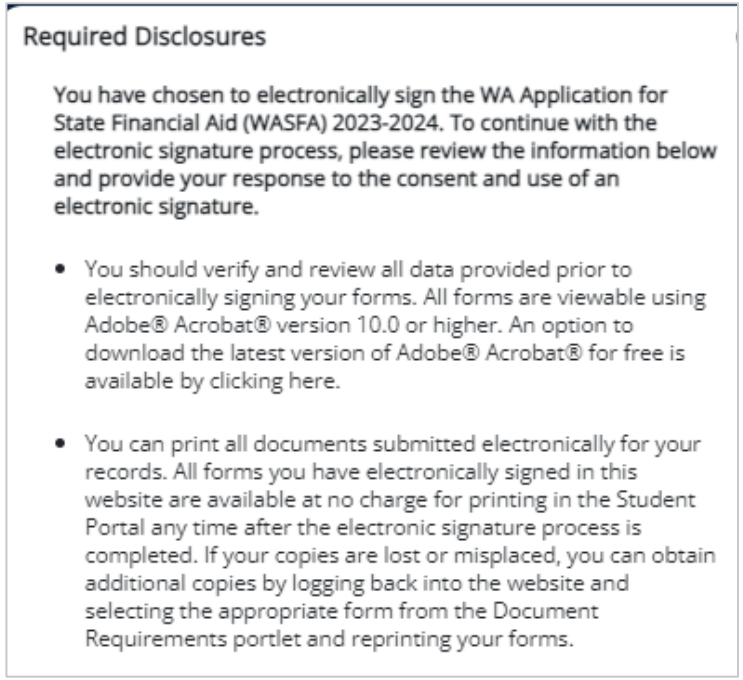
After viewing your forms, you will be directed to the last page of the application.



E-Signature - Consent & Disclosures

Electronic Signature Consent & Disclosures.

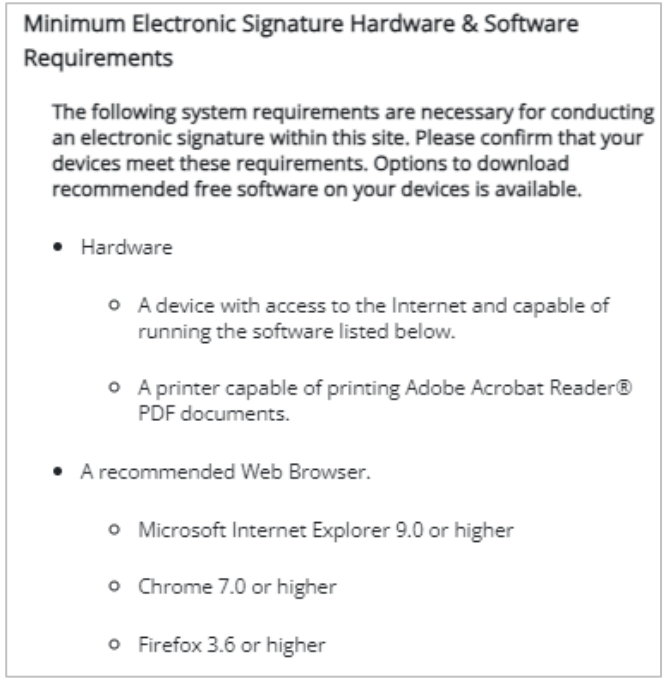
Please click on and read the disclosures you are certifying when electronically signing your application that state you are certifying the information you provided is true and correct.



Required Disclosures

You have chosen to electronically sign the WA Application for State Financial Aid (WASFA) 2023-2024. 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.

- You should verify and review all data provided prior to electronically signing your forms. All forms are viewable using Adobe® Acrobat® version 10.0 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 forms you have electronically signed in this website are available at no charge for printing in the Student Portal 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 the website and selecting the appropriate form from the Document Requirements portlet and reprinting your forms.



Minimum Electronic Signature Hardware & Software Requirements

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

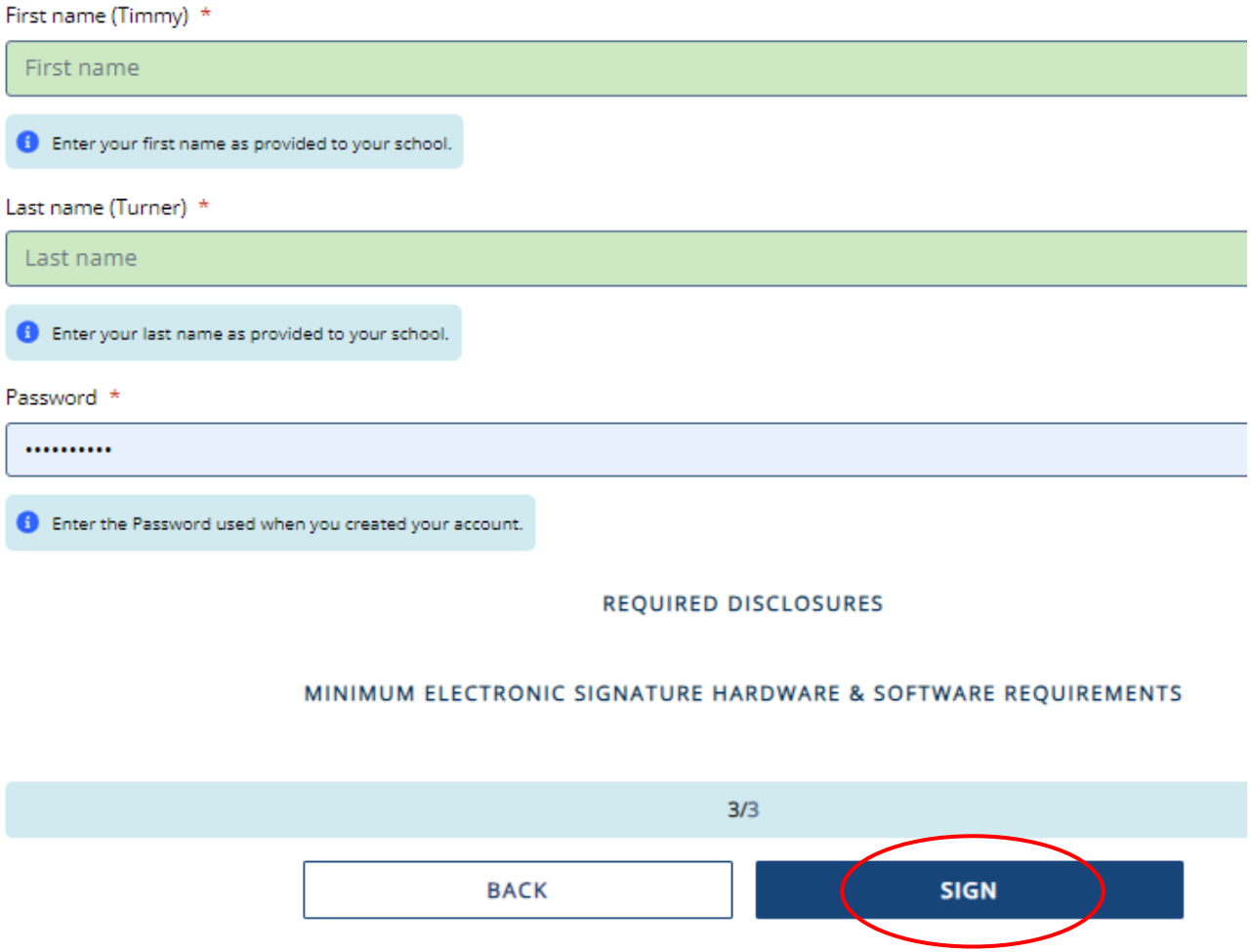
- Hardware
  - A device with access to the Internet and capable of running the software listed below.
  - A printer capable of printing Adobe Acrobat Reader® PDF documents.
- A recommended Web Browser.
  - Microsoft Internet Explorer 9.0 or higher
  - Chrome 7.0 or higher
  - Firefox 3.6 or higher

Signature Section- Step 3

Sign My Forms – Electronic Signature Process.

Name and password information entered must be exactly the same as when you created your student account.

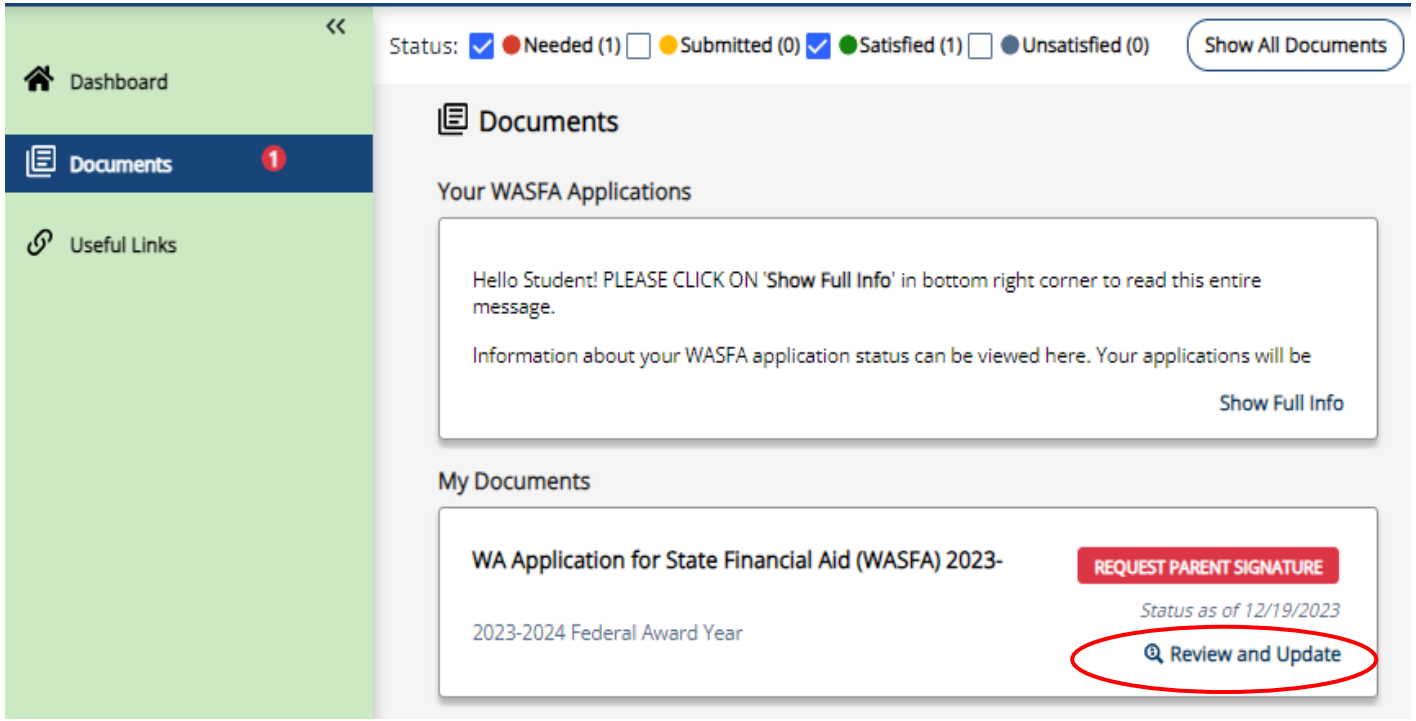
Then click SIGN



Application Complete / Incomplete

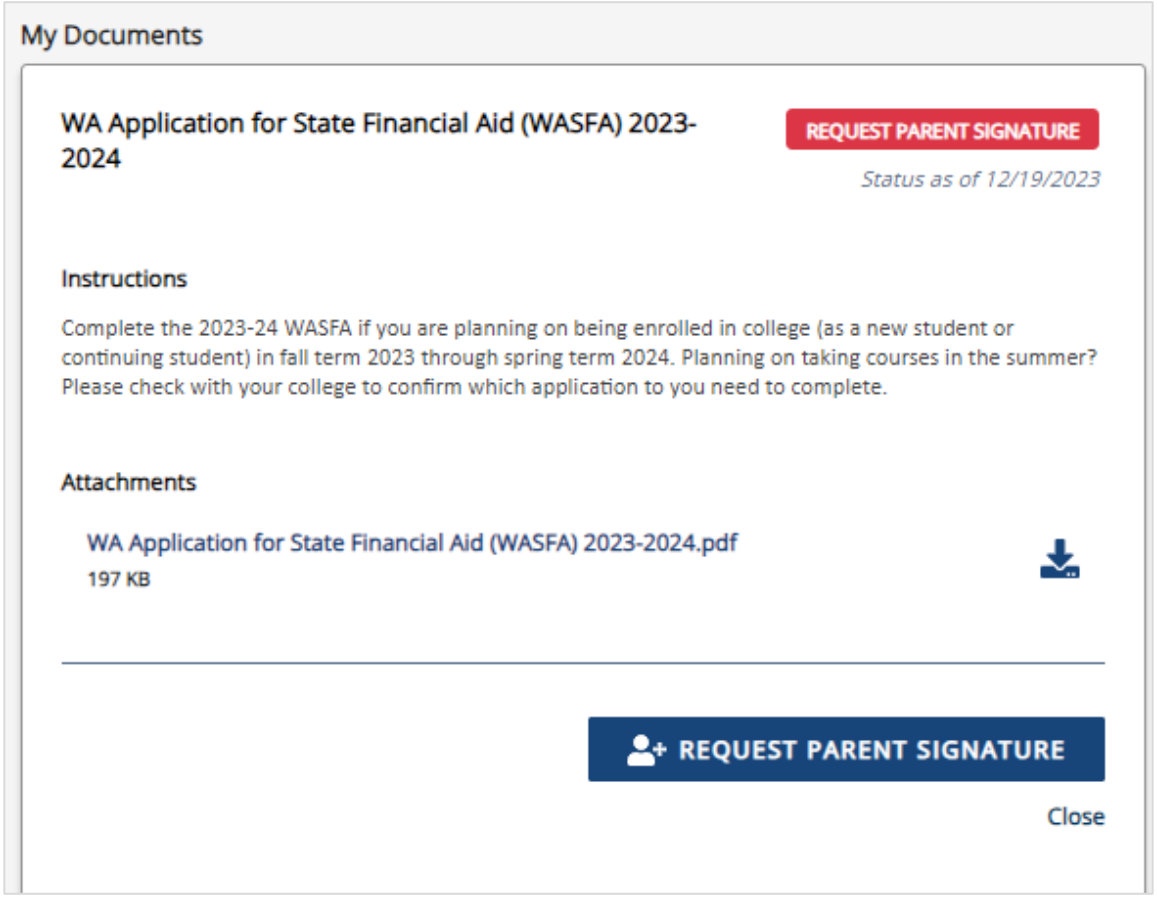
Once you complete the electronic signature section, you will be redirected to the WASFA Documents page. If you are an independent student, your application is complete and will be sent to your prospective schools within 24 hours. You will receive an email confirmation.

If you are a dependent student, you will need to ask your parents to electronically sign your application. To invite a parent, click on the Review and Update button circled on the right.



Request Parent Signature (1 of 2)

The “My Documents” section will then expand. Click the ***Request Parent Signature button*** and invite your parent/contributor to review and sign your application.

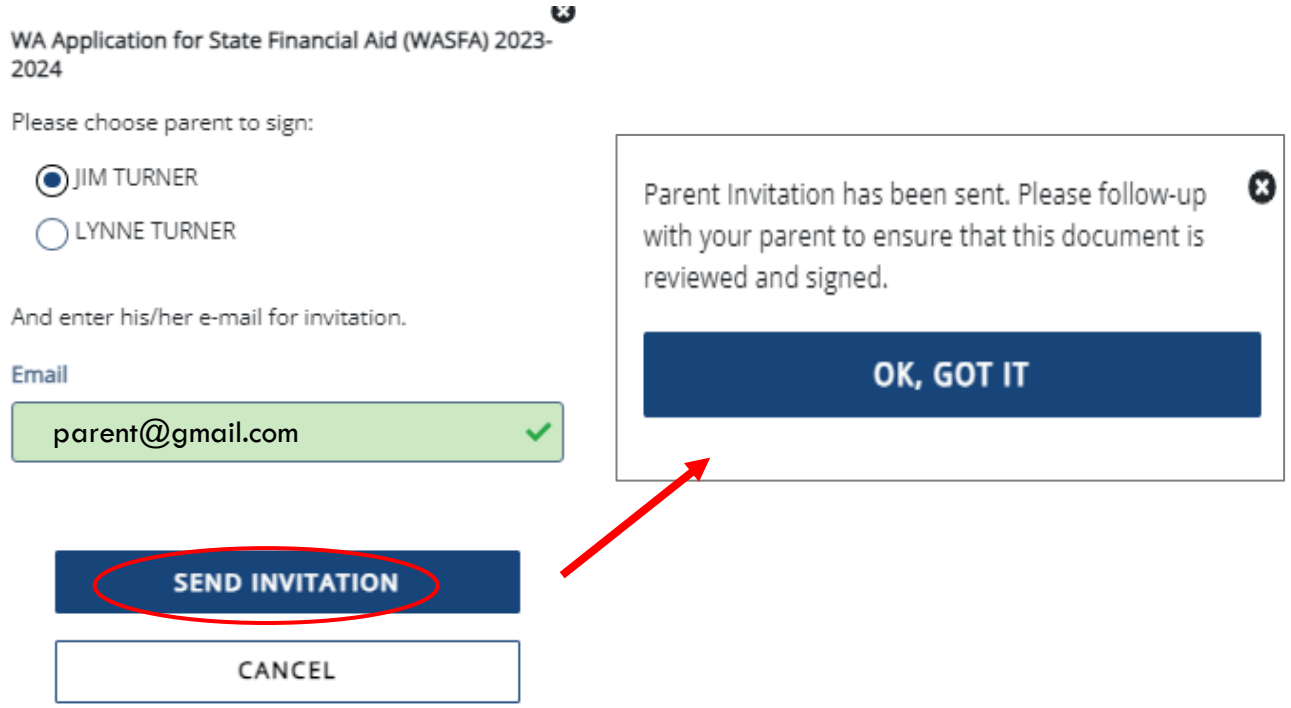


Request Parent Signature (2 of 2)

Once you click on the "*Request Parent Signature*" button in the Documents section, 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 SEND INVITATION button.

You will then receive a notification letting you know the invitation email has been sent.



IMPORTANT:

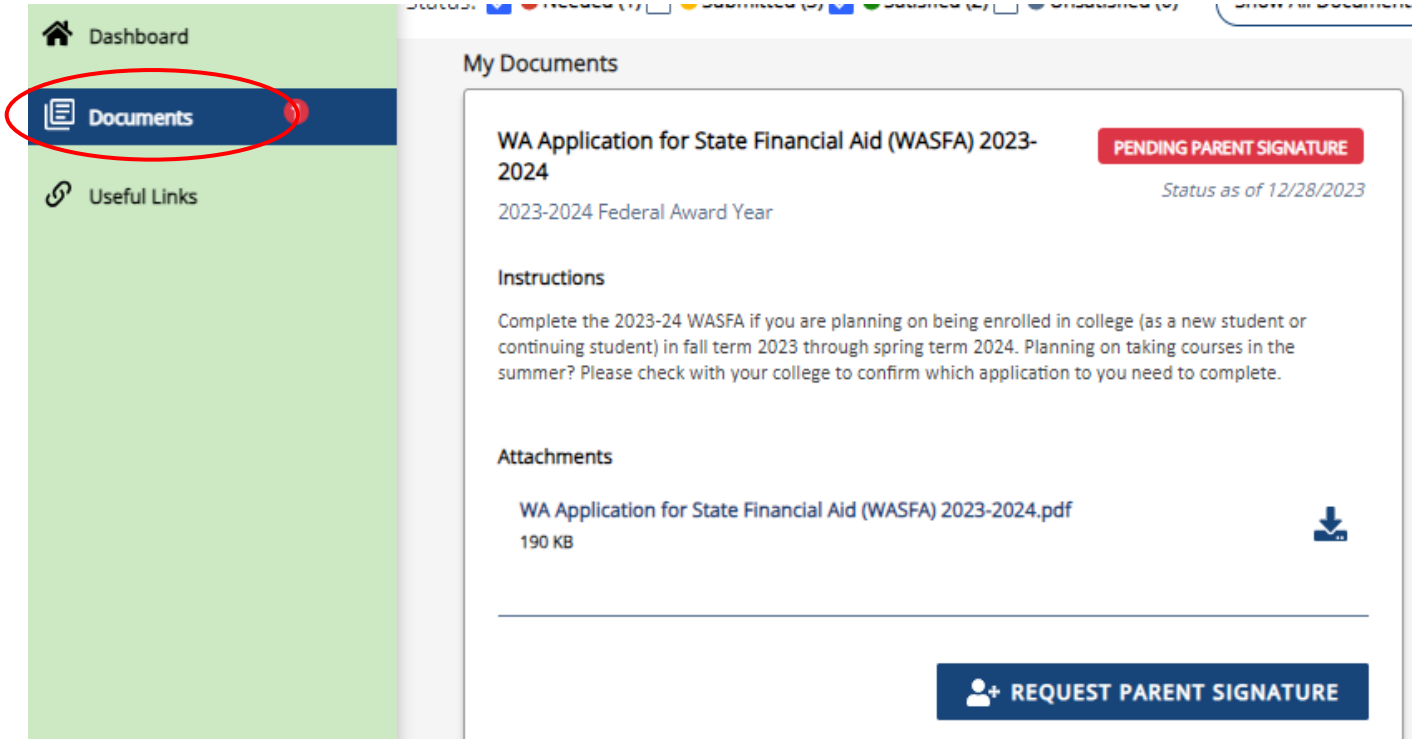
The parent email address **cannot** be the same email address the student used to create the account, and the parent **must** use this email address to create their parent account to be able to sign and submit the student's application.

Parent Signature Process (1 of 7)

Once the parent invitation is sent, you will be redirected back to the WASFA Documents page. The application status will display PENDING PARENT SIGNATURE until your parent signs.

Logout of your student 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 into your student account and send a new invitation. Once your parent has electronically signed your application, your application will say completed.



Note: You must be logged out of your student account if your parent is using the same device/computer to sign the application.

Parent Signature Process (2 of 7)

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

WASFA Signature Request from the Washington Student Achievement Council (WSAC) Inbox ×

Washington Student Achievement Council <wasfa... 2:50 PM (6 hours ago)

Dear PARENT

Student A has completed or edited the WA Application for State Financial Aid (WASFA) 2023-2024 which requires your signature.

You can log into the application website by going to https://wsacstudentxprod.regenteducation.net/parents?t=ea8c130836e1477792691925effd584f and enter your email address and password to sign the form.

Please note that if you do not take any action, this link will expire in 72 hours. If the link has expired, please have Leslie Testing2 login to their account and resend a new signature request.

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

Sincerely,
Washington Student Achievement Council (WSAC) WASFA Team

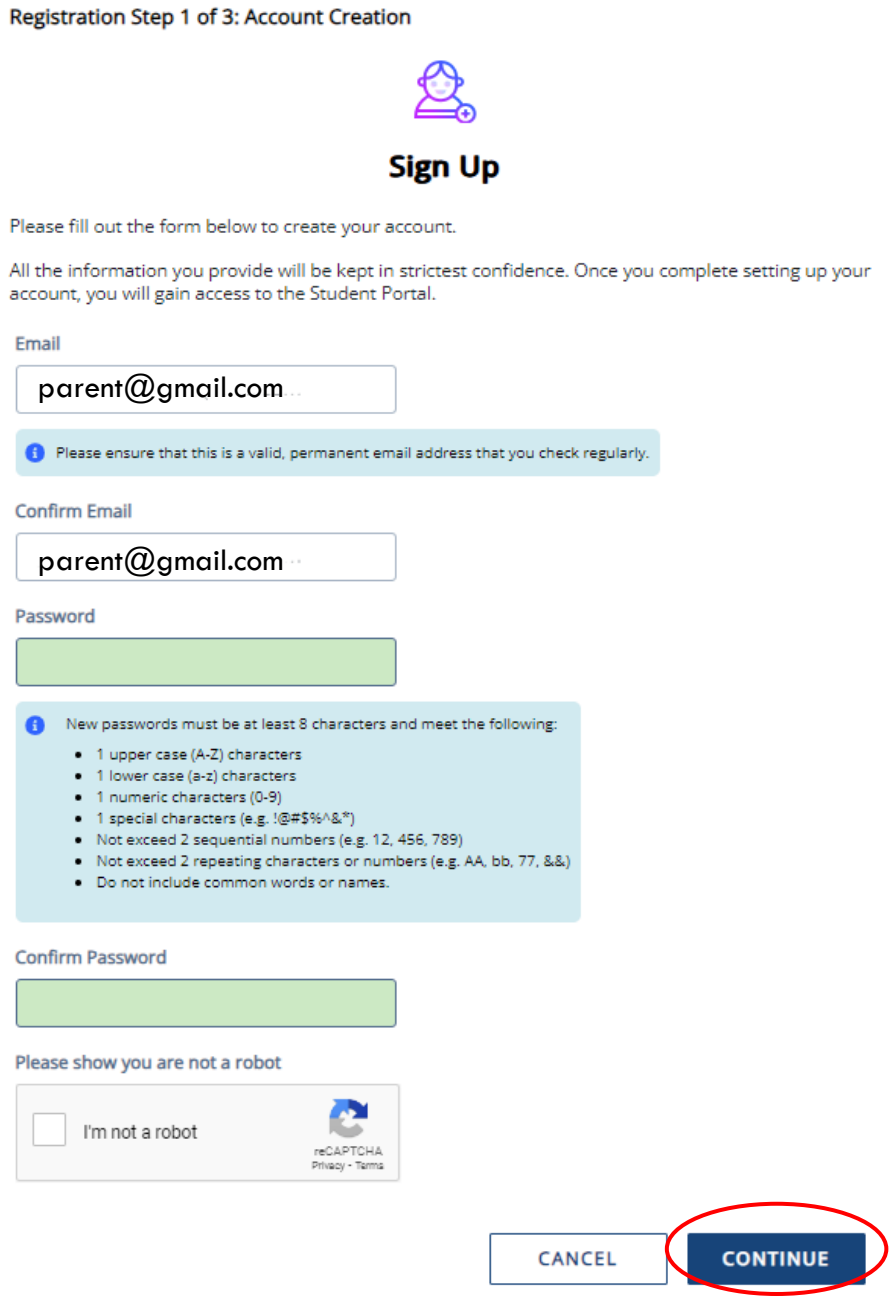
IMPORTANT:

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.

Parent Signature Process (3 of 7)

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. Click **Continue** once you have created a password.

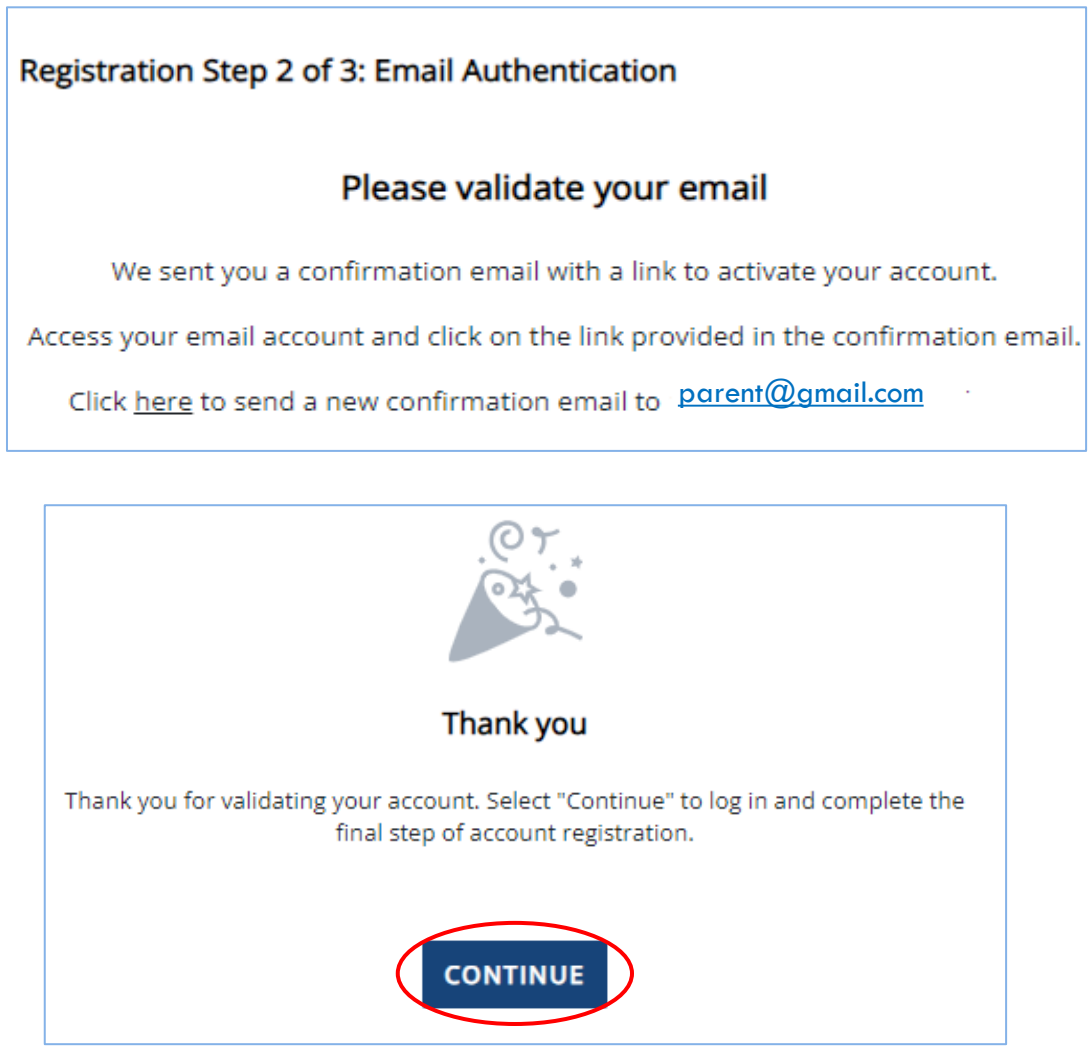


Registration– Email Authentication

Activate your parent account by clicking on the authentication link that is sent to the email provided in step 1.

After clicking the link in step 2, you will be redirected to the WASFA site and will receive the following notification letting you know your account has been successfully activated.

Click "***continue***" button to proceed.



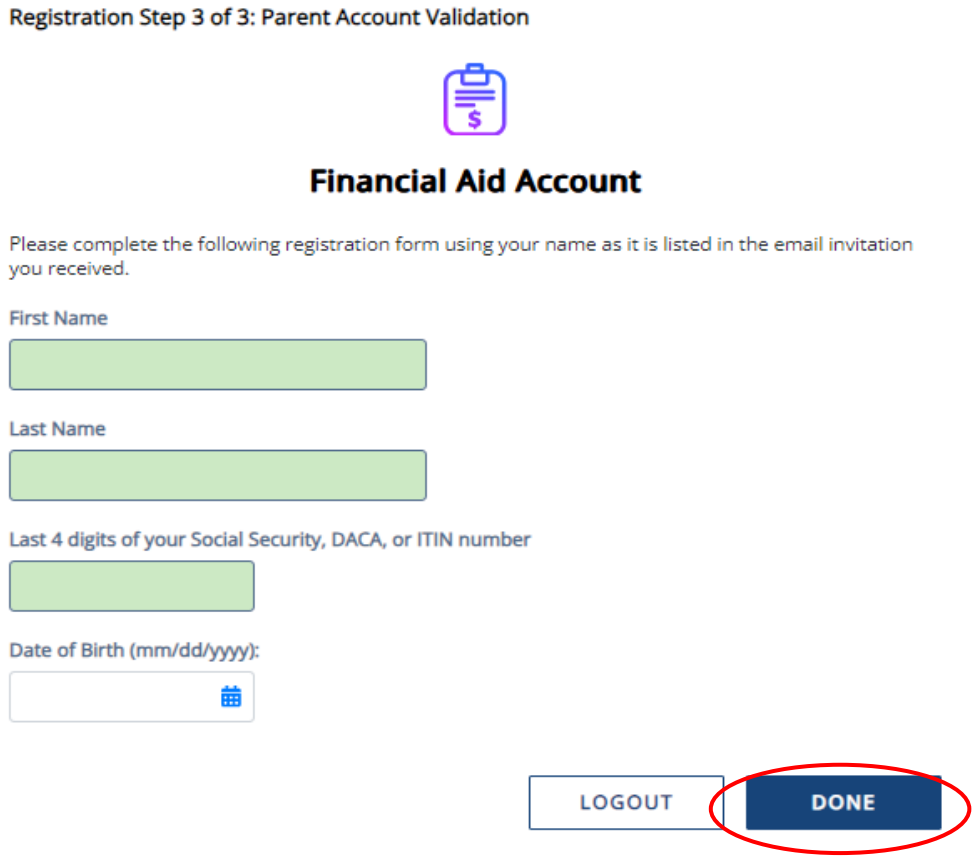
Please note: You will not be able to log in or access your account until your email has been validated

Parent Signature Process (4 of 7)

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

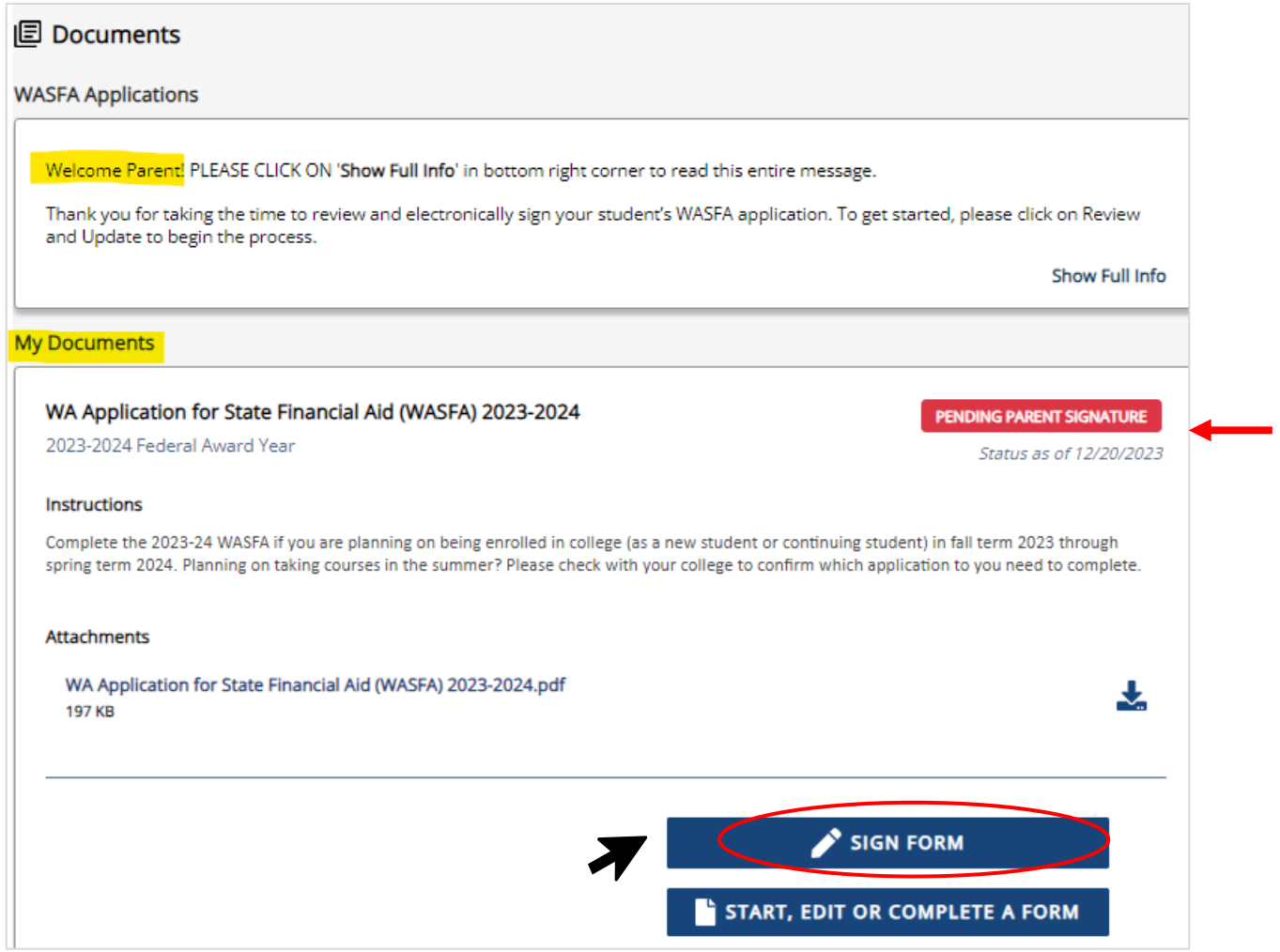
IMPORTANT:

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.



Parent Signature Process (5 of 7)

Once you complete the electronic signature section, you will be redirected to the WASFA Documents page. The WASFA application home page will display any applications that are pending the parent's signature. Click on the SIGN FORM icon to open the application.

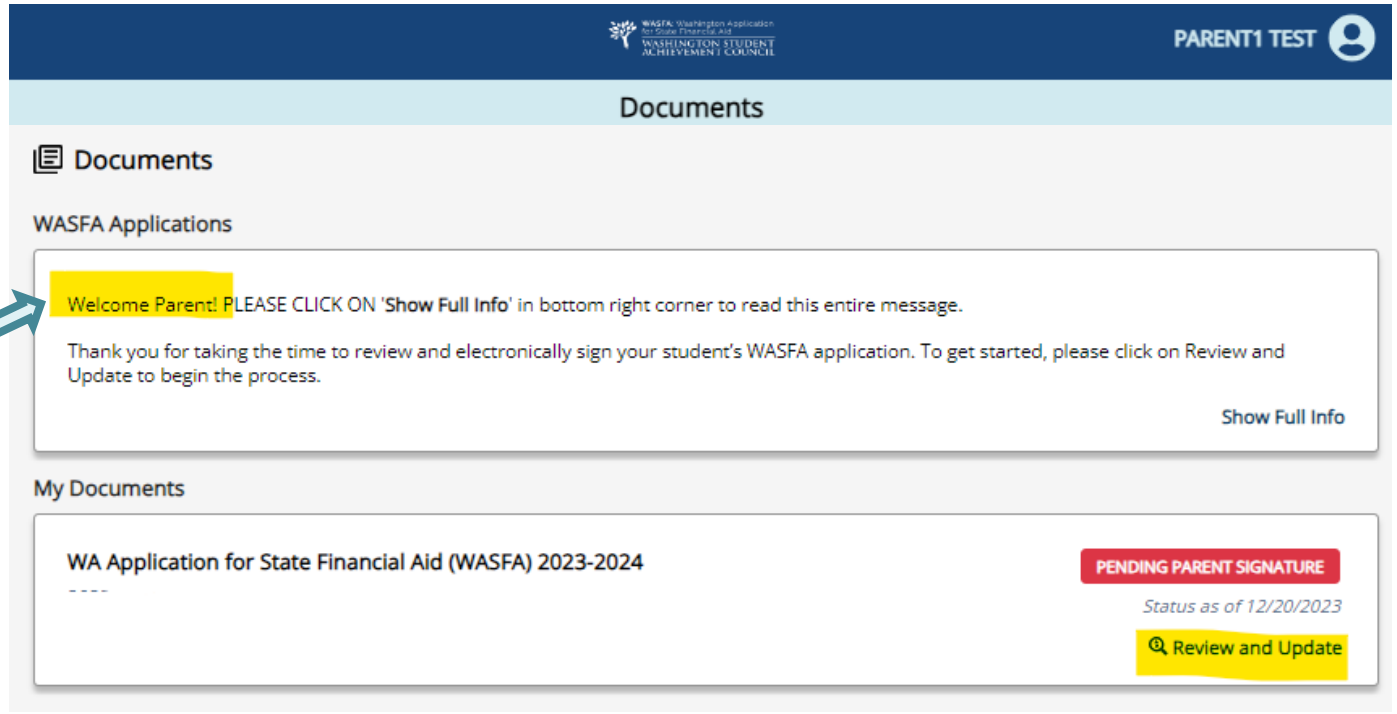


Parent Portal

Once logged in, you will be directed to the Documents page. You will be able to tell that you are in the parent portal by looking at the name displayed on the top right corner next to the icon.

The welcome message under WASFA Applications will also say “Welcome Parent!”.

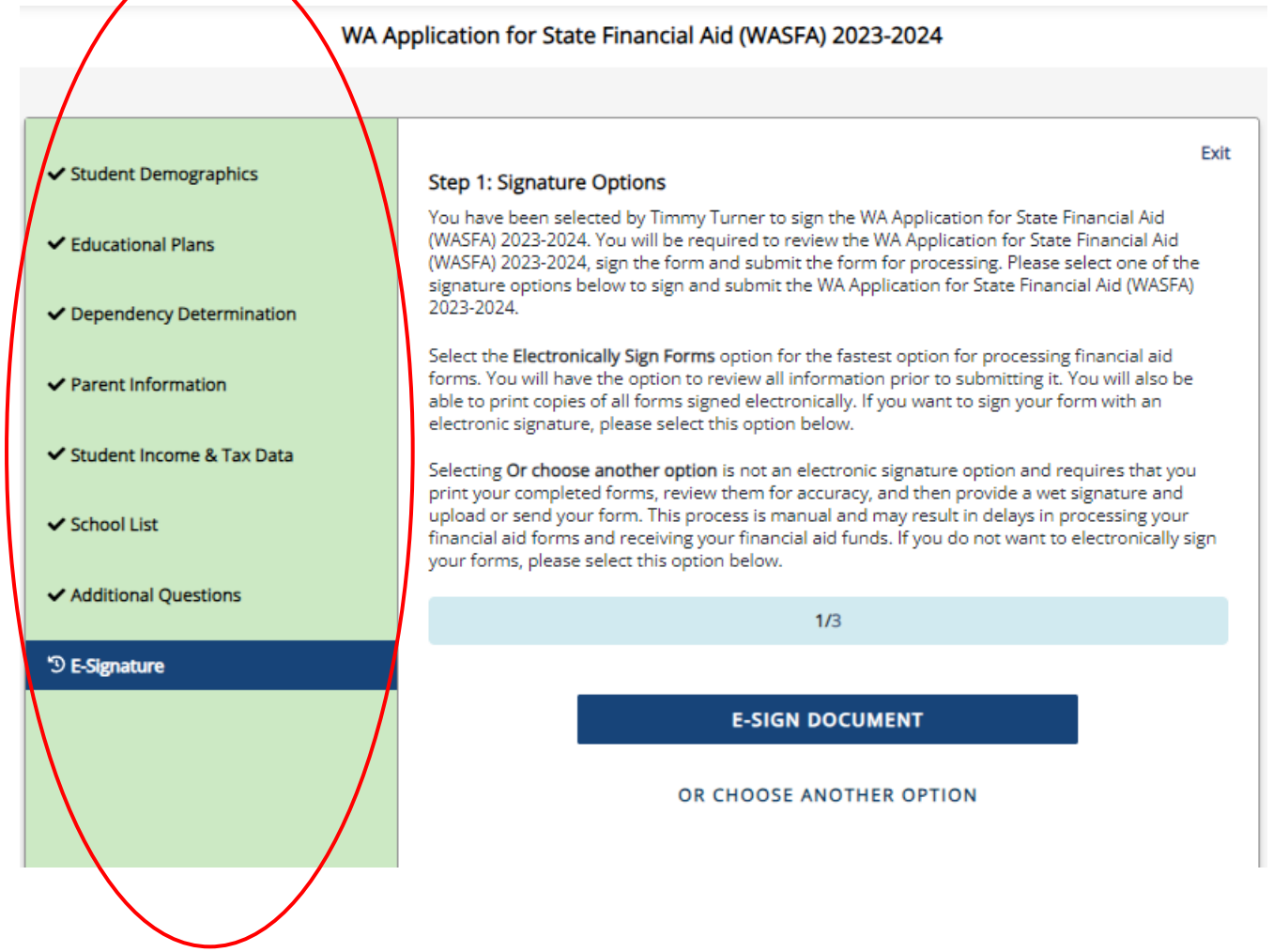
Click “Review and Update” to continue with the signature process.



Parent Signature Process (6 of 7)

The parent should review the information the student has entered and click **Next** 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 before signing.

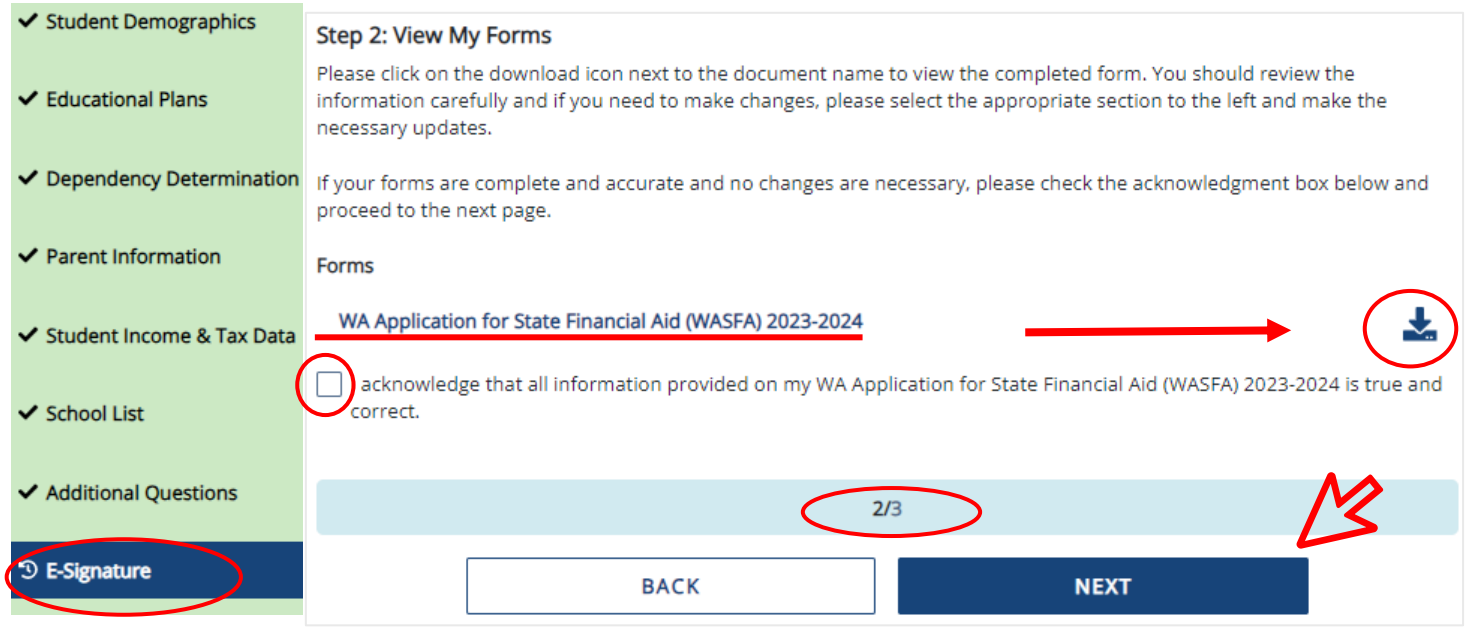


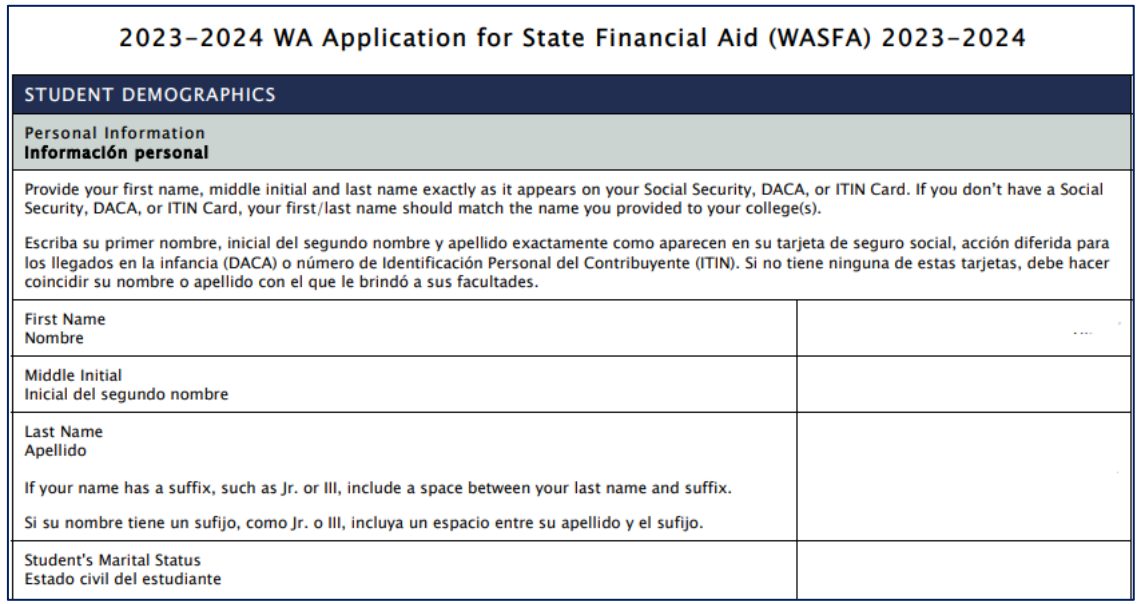
Signature Section- Step 2

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

E-Signature – The View My Forms section is an opportunity to download and review all answers by clicking on the icon. You **MUST** open and preview the downloaded form before you can acknowledge that the information is true and correct. *Please review answers carefully and make any needed corrections before signing.*

The form will open in a separate tab. Once you have viewed it, you can close the tab, check the box acknowledging your information is true and correct, then click **Next**.





2023–2024 WA Application for State Financial Aid (WASFA) 2023–2024

STUDENT DEMOGRAPHICS

Personal Information
Información personal

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

Escriba su primer nombre, inicial del segundo nombre y apellido exactamente como aparecen en su tarjeta de seguro social, acción diferida para los llegados en la infancia (DACA) o número de Identificación Personal del Contribuyente (ITIN). Si no tiene ninguna de estas tarjetas, debe hacer coincidir su nombre o apellido con el que le brindó a sus facultades.

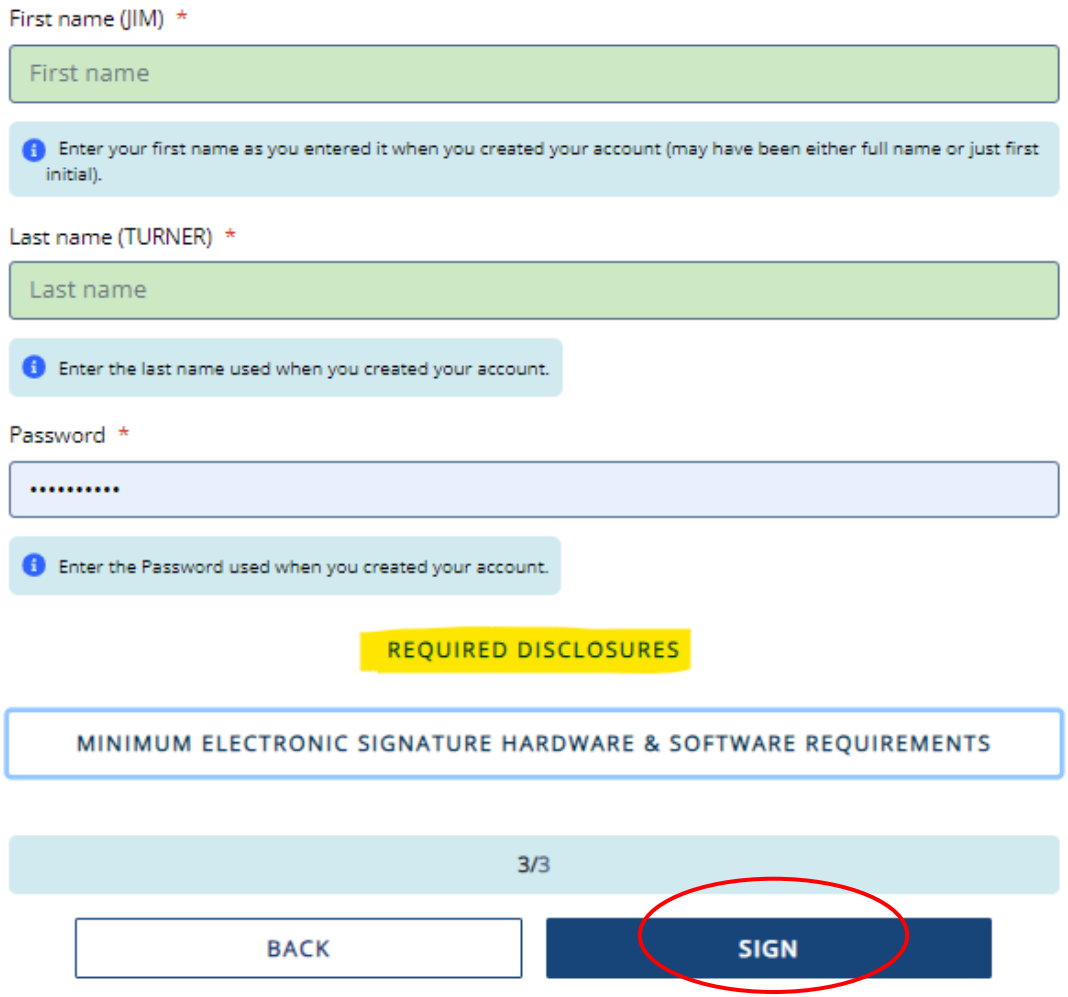
First Name Nombre	
Middle Initial Inicial del segundo nombre	
Last Name Apellido If your name has a suffix, such as Jr. or III, include a space between your last name and suffix. Si su nombre tiene un sufijo, como Jr. o III, incluya un espacio entre su apellido y el sufijo.	
Student's Marital Status Estado civil del estudiante	

Parent Signature Process (7 of 7))

Sign My Forms – Electronic Signature Process. Please read the disclosures, which state that 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 parent account.

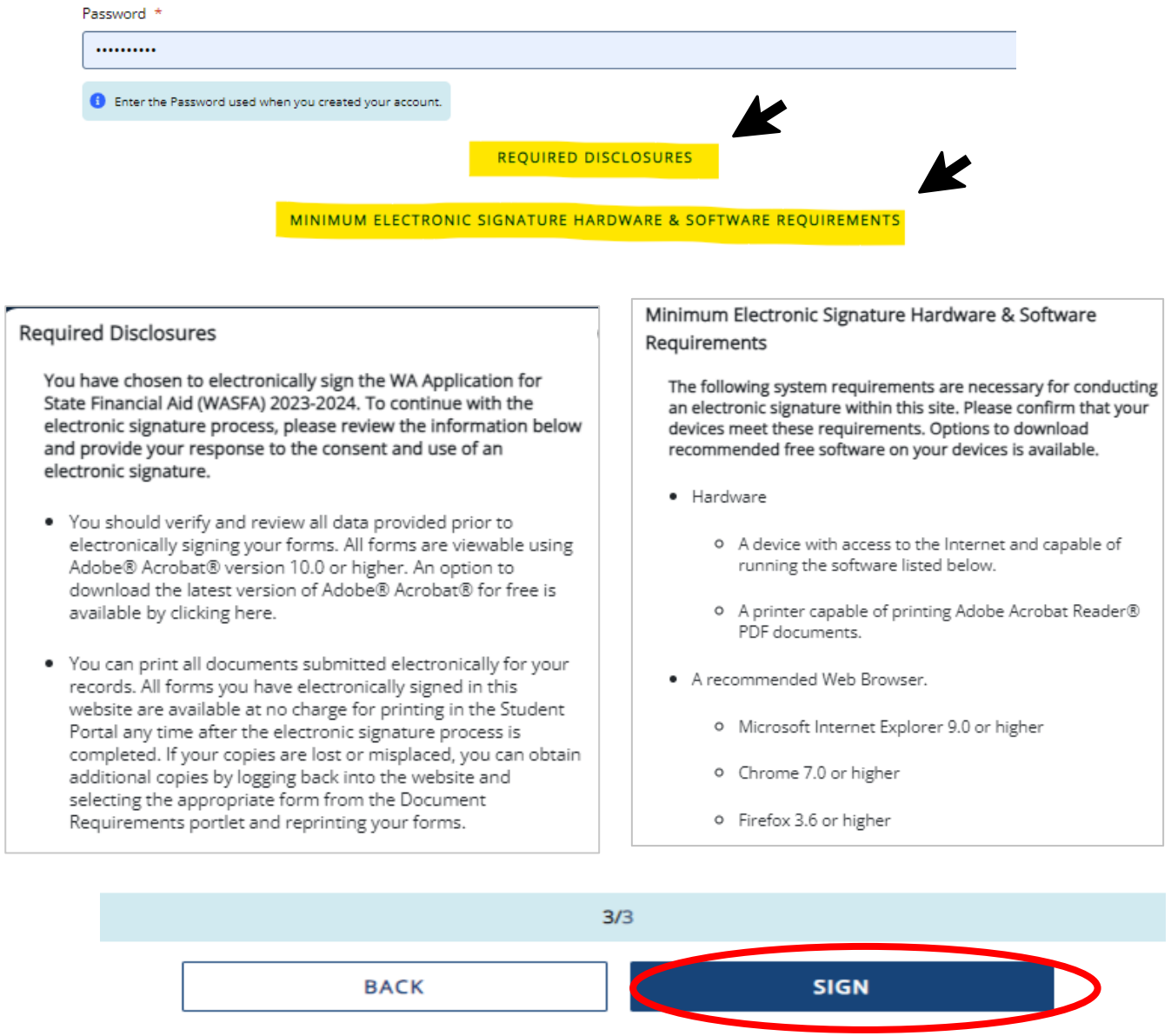
Then click **Sign**.



E-Signature - Consent & Disclosures

Electronic Signature Consent & Disclosures.

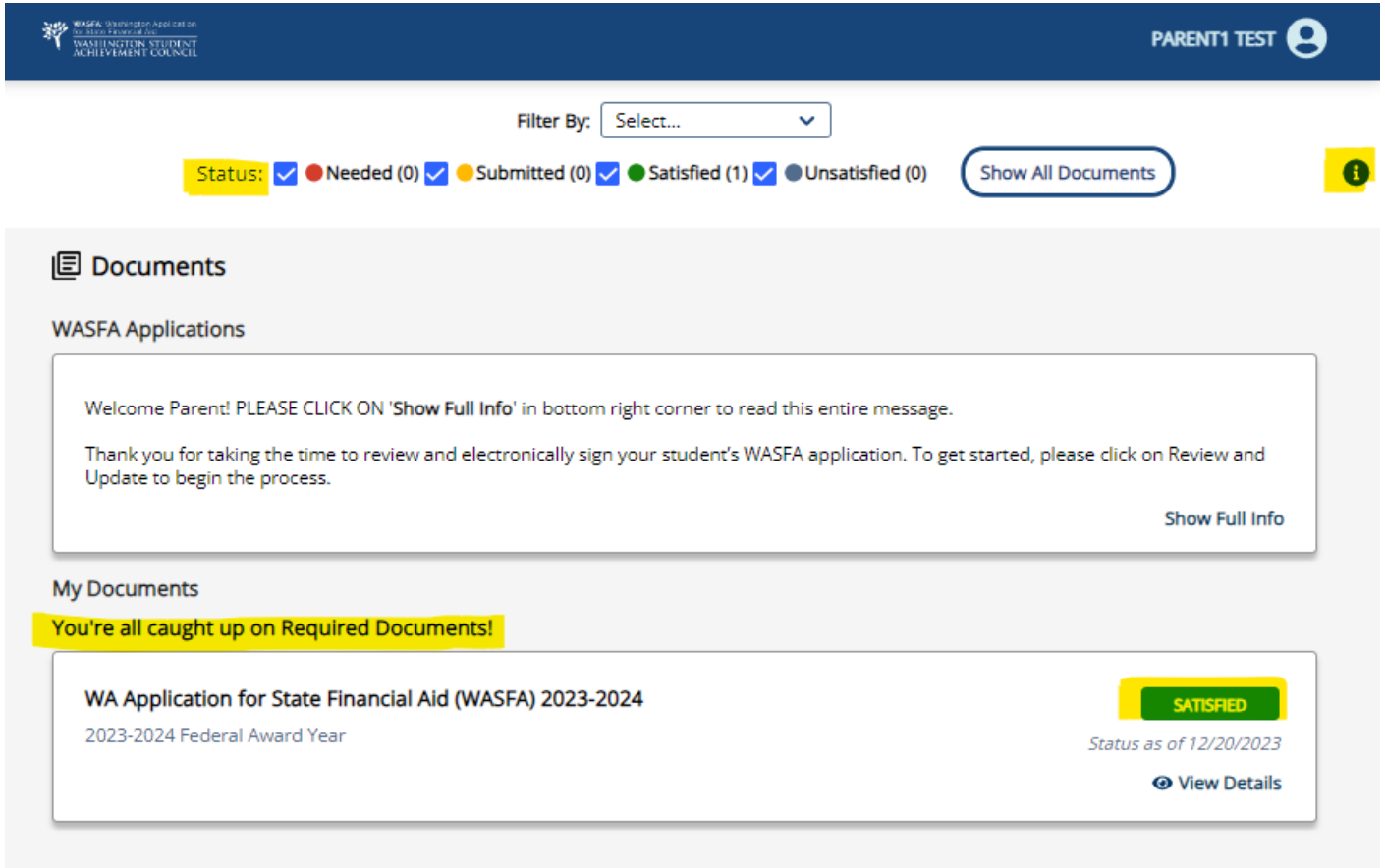
Please click on and read the required disclosures and Hardware & Software Requirements before signing.



Parent Signature Complete

Once the parent has signed the application, they will be redirected to the WASFA Documents page.

Under the “My Documents” header will display the underlined message on right. The status of the application will also show as SATISFIED



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 offer with the amount and types of state aid you are eligible for.
- 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 into 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