Cheat Sheet for Duplicate WASFA Application ID

Issue: On October 1, 2016 the WASFA application servicer was changed from *Needs Access* to *Regent*. Any student who previously filled out a Needs Access WASFA application will need to create a new account in Regent.

Students are not required to enter a SSN or DACA number on their application. If the SSN field is left blank, the system will auto-generate a WASFA Application ID in place of a SSN. To ensure consistency, the institution should use the system's auto-generated WASFA ID number to identify the student in their financial aid system, whenever a student doesn't have a SSN/DACA/ITIN number.

Students will be asked for a previous WASFA ID# when filling out the new 2017-2018 WASFA. If the student's previous WASFA ID# is not entered, the new application servicer (Regent) will create a new WASFA ID#.

This could be problematic if the student previously completed a WASFA and was assigned a WASFA ID# that was used as their SSN/DACA/ITIN number, then is assigned another new WASFA ID# through their new application and that new number was used for the SSN/DACA/ITIN number in the new application.

WSAC is unable to update the SSN/DACA field in the Regent application. The student needs to update this field in their application to match the previous WASFA ID# that their financial aid is associated with. If the update is not done directly within the WASFA application by the student, the number will not be changed permanently and could cause future issues if a student tries to update their application, or applies for aid the following year.

Below are some potential error scenarios and information on how to fix them:

2016-2017 WASFA Application	2017-2018 WASFA Application	How to correct
Student: Sally Student **2016-2017 WASFA ID:** 980-12-3456 **2016-2017 SSN:** 980-12-3456	**Student:** Sally Student **2017-2018 WASFA ID:** 980-98-7654 **2017-2018 SSN:** 980-98-7654	<u>**Student NEEDS**</u> to update their 2017-2018 WASFA Application to match the SSN they used in 2016-2017 directly in the WASFA application. They will need to electronically re-sign their application, and if a dependent student, their parent will also need to electronically re-sign the application.
Student: Johnny Student **2016-2017 WASFA ID:** 980-12-3456 **2016-2017 SSN:** 980-12-3456	**Student:** Johnny Student **2017-2018 WASFA ID:** 980-98-7654 **2017-2018 SSN:** 360-55-1212	If the student now has a SSN/DACA/ITIN and they didn't in the previous year, then **please notify <u>WSAC</u>** and **<u>WSAC will update</u>** the student's records in CSAW. The school will need to update their records to reflect student's new SSN/DACA/ITIN
Student: Johnny Student **2016-2017 WASFA ID:** 980-12-3456 **2016-2017 SSN:** 360-55-1212	**Student:** Johnny Student **2017-2018 WASFA ID:** 980-98-7654 **2017-2018 SSN:** 980-98-7654	If the student PREVIOUSLY used a SSN/DACA/ITIN and they DID NOT in the CURRENT year, then please verify with student their SSN/DACA/ITIN to make sure it is a government issued tax ID. If it is, the <u>**Student NEEDS**</u> to update their 2017-2018 WASFA Application to match the SSN they used in 2016-2017 directly in the WASFA application. They will need to electronically re-sign their application, and if a dependent student, their parent will also need to electronically re-sign the application.