

# How to Complete the WASFA

## Washington Application for State Financial Aid

[wsac.wa.gov/wasfa](https://wsac.wa.gov/wasfa)

Updated 08/01/2021



**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.

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
- ☐ Inability to provide selective service confirmation

# Overview (3 of 3)

The WASFA application can be found at [wsac.wa.gov/wasfa](https://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](mailto: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.

- Complete a WASFA for the first time
- Eligibility questionnaire

### NEW USER

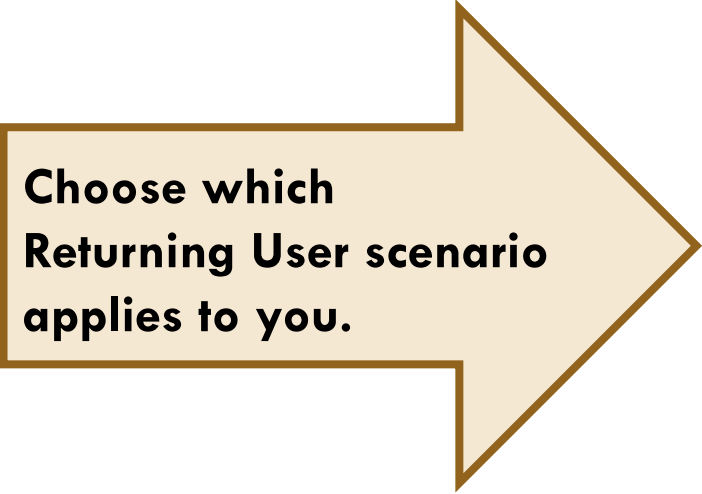
Learn More & Start a New WASFA

- Make a correction/Add a school
- Submit an application for a new year

### RETURNING USER

Info & Log-In

# Returning User Screen



**Choose which  
Returning User scenario  
applies to you.**

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 – Forgot Password or Security Answer

If you have forgotten your PASSWORD, please click on the “**Forgot your password**” link from the sign in page. You will be prompted to enter the email address you used when you registered, and a security code that is provided for you.



You will receive an email with a temporary password directing you back to the site to login. You will need to know the security answer you provided when you created your account to login with the new password.

If you have forgotten your SECURITY ANSWER contact WSAC at 888-535-0747, Option 2, or [wasfa@wsac.wa.gov](mailto:wasfa@wsac.wa.gov). Do not create a new account.

LOGIN


Email Address:

Password:


 [Forgot your password?](#) 


Use this form to reset your account password

Email Address

 Please enter the email address you used to create your account. Once you reset your account, your password will be emailed to you.

Security Code

 Please enter the security code that appears in the image below. This helps us prevent unauthorized automation of our services. If you cannot read the numbers, reload the page to generate a new image.





# 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

## 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](https://wsac.wa.gov/wasfa).

Click here for WASFA

We encourage you to create a profile on [thewashboard.org](https://thewashboard.org). On this free site, you can search and apply for scholarships that match your qualities and interests.

Previous



# Create New Account – Step 1

To begin, create an account by selecting the **Create Your Account** button on the screen shown to the right.

## LOGIN

Email Address:

Password:

[Forgot your password?](#)

Sign In

## NEED AN ACCOUNT?

To access the WASFA,  
please create an account.

Create Your Account

# Create New Account – Step 2

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

## Washington Application for State Financial Aid (WASFA)

Washington State financial aid applicants should only submit one financial aid application (FAFSA or WASFA) per academic year. If you have already completed a FAFSA or [are eligible to apply for federal financial aid](#) you do not need to complete a WASFA.

Are you eligible to complete an [Free Application for Federal Student Aid \(FAFSA\)](#) or have you already submitted a FAFSA?

☐ Yes ☐ No

# Create new account – Step 3

## Register for new WASFA Account

CREATE YOUR ACCOUNT

Please complete the following registration form

★ - Required Field    ? - Help and Hints    ! - Error Information

Email Address ★

? Please ensure that this is a valid, permanent email address that you check regularly.

Confirm Email Address ★

Create Password ★

? Passwords should contain 8-16 characters, include at least one upper case letter, and one number or any of the following symbols ! @ \$ % \* ( ) ? . Do not include common words or names, and combine uppercase letters, lowercase letters, numbers, and symbols.

Confirm Password ★

Secret Question ★

? If you forget your password you can use your secret answer to verify your identity.

Secret Answer ★

Please use an email you will be able to check regularly such as a personal gmail account and not a school email.

# Create new account – Step 3 Continued

## Register for new WASFA account

**First Name \***

? If you have a Social Security or DACA Card, your first/last name should match that document. If you don't have a Social Security or DACA Card, your first/last name should match the name you provided to your college(s).

**Last Name \***

? If you have a Social Security or DACA Card, your first/last name should match that document. If you don't have a Social Security or DACA Card, your first/last name should match the name you provided to your college(s).

**Date of Birth \***

Select ▼ Select ▼ Select ▼

? Please enter a valid date of birth.

**Social Security, DACA, or ITIN (optional)**

? Provide the exact number listed on your Social Security, DACA, or ITIN card excluding the dashes. Please use the format 123456789. If you do not have a Social Security, DACA, or ITIN number, leave blank.

**Confirm Social Security, DACA, or ITIN Number**

**WASFA ID**

? If you submitted a WASFA in a previous year, please supply your unique, nine-digit WASFA ID, starting with 980, if known.

**Security Code \***

? Please enter the security code that appears in the image below. This helps us prevent unauthorized automation of our services. If you cannot read the numbers, reload the page to generate a new image.

076807

**REGISTER** **CANCEL**

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

What numbers do I use?

What numbers do I use?

- If you have a SSN, DACA, or ITIN, enter it here. **If you don't, leave blank.**
- If you previously applied under a 980 WASFA ID and now have a SSN, DACA, or ITIN, enter both SSN, DACA, or ITIN and WASFA ID fields.
- If you previously applied and know your WASFA ID, enter that WASFA ID. (Unique nine-digit ID starting with 980)
- 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.

# 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 2019-20 application cycle, you must use information from your 2017 tax return. If you did not file a federal tax return, report the income earned in 2017.
- 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 YOUR ACCOUNT

# WASFA Application Home Page

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

It has a list of all available WASFA applications and their current status:



Washington Application for  
State Financial Aid (WASFA)

WASHINGTON STUDENT  
ACHIEVEMENT COUNCIL

[Documents](#) [Change Password](#) [Logout](#)

## Washington Application for State Financial Aid (WASFA)

### STEP 1:

#### Start WASFA

Start the WASFA application process.

### STEP 2:

#### Select Schools

Select the schools that you want to receive a copy of your WASFA.

### STEP 3:

#### Sign WASFA

Sign your WASFA.

Select the action to the right of the WASFA application, in the table below, to process your WASFA for each available academic year. You will be provided a list of schools that will receive your WASFA and must electronically sign the document to complete the process. Dependent students will be instructed to invite a parent to sign their WASFA before the application will be submitted. You may make changes at any time by selecting the action for starting and completing an application.



Start, edit or complete an application.



Invite a parent to sign an application.



Sign an application.



View an application.



Download an application.

Document Name	Status	Actions
2021-2022 WA Application for State Financial Aid (WASFA)	Not Started	

# Starting the WASFA

## Select:



Start, edit or complete an application.

for the application year you want to start.

There may be times that there are multiple application years open. Be sure to pick the year that you will be attending college. For example, if plan on attending school in the Fall or Spring of 2021, you would choose the 2021-2022 application year.



Document Name	Status	Actions
<b>2021-2022</b> WA Application for State Financial Aid (WASFA)	<b>Not Started</b>	
<b>2020-2021</b> WA Application for State Financial Aid (WASFA)	Started	



# Application in Progress

Upon clicking the “**Start, edit, or complete an application**” button from the WASFA homepage, you will begin the application process.

Answer the questions and click on the “**Save and Continue**” button to continue moving through the application process.

The screenshot displays the 'STUDENT DEMOGRAPHICS' application form. On the left is a vertical sidebar with a list of application steps: 'Student Demographics' (highlighted in orange with a refresh icon), 'Washington State Information', 'Educational Plans', 'Dependency Determination', 'Parent Information', 'Student Income & Tax Data', and 'School List'. Below this list are three status indicators: a dashed box for 'Not Started', a refresh icon for 'In Progress', and a checkmark for 'Completed'. The main content area is titled 'STUDENT DEMOGRAPHICS' with a progress indicator '1 2 3 4' in the top right corner. Below the title are three buttons: 'Save and Exit', 'Exit', and 'Save and Continue'. The 'Personal Information' section includes a legend for required fields (red star), help and hints (green question mark), and error information (red exclamation mark). It contains text instructions, input fields for 'First Name', 'Middle Initial', and 'Last Name', a 'Gender' dropdown menu, and a 'Date of Birth' section with dropdowns for month, day, and year. At the bottom, there are three buttons: 'Save and Exit', 'Save and Continue >>' (circled in red), and 'Complete'.

**STUDENT DEMOGRAPHICS** 1 2 3 4

Save and Exit Exit Save and Continue Complete

**Personal Information**

★ - Required Field ? - Help and Hints ! - Error Information

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).

**First Name** ★

Middle Initial

**Last Name** ★

Gender (Male, Female, or X)  
Select

? Indicate whether you are male, female, or X.

**Date of Birth**

**Date of Birth** ★  
Month: Day: Year:

? Provide the month, day and year you were born.

Save and Exit Save and Continue >> Complete

# Application in Progress (1 of 2)

As you move through the application process, the **green menu** on the left side will tell you what section you are on, and the numbers in the **top green bar** will tell you how many parts are in that section, and what part you are on. You need to hit **“Save and Continue”** on every page.

**STUDENT DEMOGRAPHICS** 1 2 3 4

Back Save and Exit Exit Save and Continue Complete

**Driver's License Information**

★ - Required Field ? - Help and Hints ! - Error Information

**Student's Driver's License State \***

Select

? Indicate the state that issued a valid Driver's License to you. Select "No License", if you don't have a valid Driver's License.

**Student's Driver's License Number \***

? Please provide your valid Driver's License number, if you have one. Driver's license numbers may only contain numbers, letters, spaces, asterisks, or dashes.

**Social Security, DACA, or ITIN Number**

Social Security, DACA, or ITIN Number

? Provide the exact number listed on your Social Security, DACA, or ITIN card excluding the dashes. If you do not have a Social Security, DACA, or ITIN number, leave blank.

Back Save and Exit Save and Continue >> Complete

# 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 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 **top green bar**.

**STUDENT DEMOGRAPHICS** 1 **2** 3 4

Back Save and Exit Exit Save and Continue Complete

**Driver's License Information**

★ - Required Field ? - Help and Hints ! - Error Information

**Student's Driver's License State** ★

Select

? Indicate the state that issued a valid Driver's License to you. Select "No License", if you don't have a valid Driver's License.

**Student's Driver's License Number** ★

? Please provide your valid Driver's License number, if you have one. Driver's license numbers may only contain numbers, letters, spaces, asterisks, or dashes.

**Social Security, DACA, or ITIN Number**

Social Security, DACA, or ITIN Number

? Provide the exact number listed on your Social Security, DACA, or ITIN card excluding the dashes. If you do not have a Social Security, DACA, or ITIN number, leave blank.

Back Save and Exit Save and Continue >> Complete

**Left Green Menu:**

- Student Demographics (In Progress)
- Washington State Information (Not Started)
- Educational Plans (Not Started)
- Dependency Determination (Not Started)
- Parent Information (Not Started)
- Student Income & Tax Data (Not Started)
- School List (Not Started)

**Legend:**

- Not Started
- In Progress
- Completed

# 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 section.

The screenshot displays the 'STUDENT DEMOGRAPHICS' form. On the left is a sidebar menu with options: 'Student Demographics' (highlighted with an orange circle and a red circle around its icon), 'Washington State Information', 'Educational Plans', 'Dependency Determination', 'Parent Information', 'Student Income & Tax Data', and 'School List'. Below the menu is a legend: a dashed box for 'Not Started', a circle with a dot for 'In Progress', and a checked box for 'Completed'. The main content area is titled 'Student's Family Information' and includes a legend for asterisks: red for 'Required Field', green for 'Help and Hints', and red for 'Error Information'. The form contains three sections: 1. 'Student's Marital Status' with a dropdown menu set to 'Select' and a note to provide status as of today. 2. 'Student's Household Number of Family Members' with a dropdown set to '1' and a list of criteria for inclusion (yourself/spouse, children you support, other people you support). 3. 'Student's Household Number in College' with a dropdown set to '1' and criteria for inclusion (college students you support). At the top right, a progress bar shows steps 1, 2, 3, and 4 (highlighted with a red circle). Navigation buttons at the top include 'Back', 'Save and Exit', 'Exit', 'Save and Continue', and 'Complete'. Navigation buttons at the bottom include 'Back', 'Save and Exit', 'Save and Continue >>', and 'Complete'.

# New Residency Information

NEW

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.

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

The screenshot shows a web form titled "WASHINGTON STATE INFORMATION". On the left is a vertical sidebar with a list of sections: Student Demographics, Washington State Information (highlighted with a red circle), Educational Plans, Dependency Determination, Parent Information, Student Income & Tax Data, and School List. Below the sidebar is a legend: a box with a dashed border for "Not Started", a box with a circle and slash for "In Progress", and a box with a checkmark for "Completed". The main content area has a green header bar with the title and buttons for "Back", "Save and Exit", "Exit", "Save and Continue", and "Complete". Below the header is the "Residency Information" section, which includes a legend for required fields (red star), help (green question mark), and error (red exclamation mark). The questions are: "Please answer the following questions related to your residency status.", "Student's State of Residence" (a dropdown menu with "Select" as the current value), "Provide the state where you reside.", "Did you become a resident of the state before 01/01/2016?" (radio buttons for "Yes" and "No"), and "Indicate if you became a resident of this state before January 1, 2016." Below this is the "High School Information" section, which asks for details about high school experience, including a dropdown for "High School Diploma or Equivalent" and a question about earning a diploma at a high school or college. The bottom section is the "WA State Higher Education Residency Affidavit", which contains a paragraph of text about residency requirements, a list of bullet points detailing the requirements, and two radio button options for certifying residency status. The bottom of the form has buttons for "Back", "Save and Exit", "Save and Continue >>", and "Complete".

WASHINGTON STATE INFORMATION

Back Save and Exit Exit Save and Continue Complete

Residency Information

★ - Required Field ? - Help and Hints ! - Error Information

Please answer the following questions related to your residency status.

**Student's State of Residence**

Select

Provide the state where you reside.

**Did you become a resident of the state before 01/01/2016?**

Yes No

Indicate if you became a resident of this state before January 1, 2016.

High School Information

Provide details about your high school experience.

**High School Diploma or Equivalent** ★

Select

Indicate if you will have earned your high school diploma at a high school or college, GED or diploma equivalent prior to starting college in the 2021-2022 school year.

**WA State Higher Education Residency Affidavit**

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, 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.

**Please choose one of the following** ★

☒ 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.

☐ I will not meet the eligibility requirements above by the official start date of my first term at the college determining residency. I want to learn other ways to meet residency requirements for in-state tuition and state financial aid.

Back Save and Exit Save and Continue >> Complete



# 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.”

## WA State Higher Education Residency Affidavit

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, 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.

Please choose one of the following \*

- ☐ 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.
- ☒ I will not meet the eligibility requirements above by the official start date of my first term at the college determining residency. I want to learn other ways to meet residency requirements for in-state tuition and state financial aid.

Do you have current or expired DACA status, a current work authorization card, Temporary Protected Status (TPS), or a U visa? \*

- ☐ Yes ☐ No

? Students with one of these statuses may be eligible for in-state tuition and state financial aid.

Back

Save and Exit

Save and Continue >>

Complete

# Dependency Determination (1 of 2)

On **Dependency Determination** answer all the residency 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** 1 2

Back Save and Exit Exit Save and Continue Complete

Dependency Details

★ - Required Field ? - Help and Hints ! - Error Information

**Are you currently serving on active duty in the U.S. Armed Forces or are a National Guard or Reserves enlistee called into federal active duty for purposes other than training?** ★

☐ Yes ☒ No

? Answer “Yes” if you are currently serving in the U.S. Armed Forces or are a National Guard or Reserves enlistee who is on active duty for other than state or training purposes.

Answer “No” if you are a National Guard or Reserves enlistee who is on active duty for state or training purposes.

**Are you a veteran of the U.S. Armed Forces?** ★

☐ Yes ☒ No

? Answer “Yes” (you are a veteran) if you (1) have engaged in active duty (including basic training) in the U.S. Armed Forces, or are a National Guard or Reserves enlistee who was called to active duty for other than state or training purposes.

**At any time since you turned age 13, were both of your parents deceased, or were you in foster care or were you a dependent or ward of the court?** ★

☐ Yes ☒ No

? Answer “Yes” if at any time since you turned age 13:

- You had no living parent, even if you are now adopted; or
- You were in foster care, even if you are no longer in foster care today; or
- You were a dependent or ward of the court, even if you are no longer a dependent or ward of the court today. For federal student aid purposes, someone who is incarcerated is not considered a ward of the court.

The financial aid administrator at your school may require you to provide proof that you were in foster care or a dependent or ward of the court.

**Are you now or were you an emancipated minor (released from control by his or her parent or guardian) as determined by a court in your state of legal residence?** ★

☐ Yes ☒ No

Legend:  
- Not Started  
- In Progress  
- Completed



# 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.

☒ Student Demographics

☒ Washington State Information

☒ Educational Plans

☒ Dependency Determination

☒ Student Income & Tax Data

☒ Parent Information

☒ School List

☐ - Not Started

☒ - In Progress

☒ - Completed

DEPENDENCY DETERMINATION12

Back

Save and Exit

Exit

Save and Continue

Complete

Special Circumstances

★ - Required Field ? - Help and Hints ! - Error Information

☒ My application requires parent information before submission - continue with the application process.

☐ I will be unable to provide parent information on this application due to special circumstances.

The following are examples of some special circumstances where you may submit your application without providing parental information:

Your parents are incarcerated; or

You have left home due to an abusive family environment; or

You do not know where your parents are and are unable to contact them (and you have not been adopted).

Not all situations are considered a special circumstance. The following are situations that would not be considered a special circumstance:

You do not live with your parents;

Your parents don't provide you with financial support;

Your parents refuse to contribute to your college expenses;

Your parents don't claim you as a dependent on their income tax return;

Your parents do not want to provide their information on your application.

Back

Save and Exit

Save and Continue >>

Complete

# Parent Information (1 of 4)

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

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

**PARENT INFORMATION** 1 2 3 4 5

Back Save and Exit Exit Save and Continue Complete

"Parent" refers to a biological or adoptive parent. Grandparents, foster parents, legal guardians, older siblings, and uncles or aunts are not considered parents unless they have legally adopted you. In case of divorce or separation, give information about the parent you lived with most in the last 12 months. If you did not live with one parent more than the other, give information about the parent who provided you the most financial support during the last 12 months or during the most recent year you received support. If your divorced or widowed parent has remarried, also provide information about your stepparent.

**Parents' Family Information**

★ - Required Field ? - Help and Hints ! - Error Information

Please provide the following information about your parents.

**Parents' Marital Status** ★  
Select ▼

? As of today, what is the marital status of your legal parents?

**Parents' Marital Status Date** ★  
Month: Select ▼ Year: Select ▼

? Please select the month and year your parents were married or remarried, separated, or divorced or widowed.

**Parents' Household Number of Family Members** ★  
Select ▼

? Indicate the number of people in your parents' household. You should include:

- Yourself, even if you don't live with your parents,
- Your parents,
- Your parents' other children (even if they do not live with your parents) if (a) your parents will provide more than half of their support between July 1, 2021 and June 30, 2022, or (b) the children were considered dependent students by the Department of Education standards (they must be able to answer "No" to every question in Dependency Determination section of this process), and
- Other people if they now live with your parents and your parents provide more than half of their support and your parents will continue to provide more than half of their support between July 1, 2021 and June 30, 2022.

Note: Do not include siblings who are in U.S. military service academies.

**Parents' Household Number in College** ★  
1 ▼

? Indicate the number of people in your legal parents' household who will be college students between July 1, 2021 and June 30, 2022. Always count yourself as a college student. Do not include your parents. You may include others only if they will attend a college, university, institution, or technical school, at least half-time in 2021-2022, for a program that leads to a college degree or certificate.

Not Started  
In Progress  
Completed

Parent Info

(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 1 Information

\* - Required Field ? - Help and Hints ! - Error Information

Please provide the following information about your father/mother/stepparent.

Parent 1 SSN \*

000-00-0000

? Indicate your father's/mother's/stepparent's Social Security Number. If your parent does not have a Social Security Number, please enter all zeros (000000000). No dashes are necessary.

Parent 1 Last Name \*

Jane

? Indicate your father's/mother's/stepparent's last name.

Parent 1 First Name \*

Smith

? Indicate your father's/mother's/stepparent's first name.

Parent 1 Date of Birth \*

Month: January Day: 2 Year: 1988

? Indicate your father's/mother's/stepparent's date of birth.

Highest Level of Education Parent 1 Completed \*

Other/unknown

# 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' 2019 or 2020 Federal Benefits Information**.

**PARENT INFORMATION** 1 2 **3** 4 5

Back Save and Exit Exit Save and Continue Complete

Parents' 2019 Income Tax Return Information

★ - Required Field ? - Help and Hints ! - Error Information

**Parents' Income Tax Return Status** ★

Already Completed and Filed

? Indicate whether your parents have completed and filed their IRS income tax return, foreign tax return or trust territory tax return.

**Parents' Income Tax Filing Status**

Select

? Indicate your parents income tax filing status.

**Parents' Type of Income Tax Return**

Select

? Indicate the type of income tax return.

**Parents' 2019 or 2020 Federal Benefits Information**

**Did you, your parents, or anyone in your parents' household receive benefits from any federal benefit programs such as Medicaid or SSI, Supplemental Nutrition Assistance Program, Free or Reduced Price School Lunch, TANF or WIC benefits?** ★

☒ Yes ☐ No

? Indicate if you received benefits from either of these federal benefit programs - 1) Medicaid or Supplemental Security Income (SSI) benefits; 2) Supplemental Nutrition Assistance Program or related benefits; 3) Free or Reduced Price School Lunch benefits; 4) Temporary Assistance for Needy Families (TANF) or related benefits; 5) Special Supplemental Nutrition Program for Women, Infants and Children (WIC) benefits.

**Parents' Medicaid SSI Benefits** ★

☐ Yes ☐ No

? Indicate if you, your parents, or anyone in your parents' household may have received Medicaid or Supplemental Security Income (SSI) benefits.

**Parents' Supplemental Nutrition Assistance Program** ★

☐ Yes ☐ No

? Indicate if you, your parents, or anyone in your parents' household may have received Supplemental Nutrition Assistance Program (SNAP) or related benefits. SNAP may have a different name in your state. Call 1-800-4-FED-AID to find out the name of the state's program.

**Parents' Free or Reduced Price School Lunch** ★

☐ Yes ☐ No

? Indicate if you, your parents, or anyone in your parents' household may have received Free or Reduced Price School Lunch benefits.

**Parents' TANF Benefits** ★

☐ Yes ☐ No

? Indicate if you, your parents, or anyone in your parents' household may have received Temporary Assistance for Needy Families (TANF) or related benefits. TANF benefits may have a different name in your parents' state. Call 1-800-4-FED-AID to find out the name of the state's program.

**Parents' WIC Benefits** ★

☐ Yes ☐ No

? Indicate if you, your parents, or anyone in your parents' household may have received Special Supplemental Nutrition Program for Women, Infants and Children (WIC) benefits.

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.

The screenshot displays the 'Parent Information' form, which is the fourth of four pages. A sidebar on the left lists the sections: Student Demographics, Washington State Information, Educational Plans, Dependency Determination, Parent Information (highlighted with a red circle), Student Income & Tax Data, and School List. A legend indicates that a dashed box represents 'Not Started', a circle with a refresh icon represents 'In Progress', and a checkmark represents 'Completed'. The main content area is titled 'PARENT INFORMATION' and includes a progress bar at the top with tabs 1, 2, 3, and 4, where tab 3 is selected. Below the progress bar are buttons for 'Back', 'Save and Exit', 'Exit', 'Save and Continue', and 'Complete'. The form is divided into several sections: 'Parents' 2019 Income Tax Return Information' with a dropdown for 'Parents' Income Tax Return Status' set to 'Will Not File'; 'Parents' 2019 Income' with a required field for 'Parent 1 Income Earned from Working (\$)' and a radio button question about dislocated workers; 'Parents' 2019 Assets' with fields for 'Cash, Savings, and Checking Account Amounts (\$)' and 'Real Estate or Investment Net Worth (\$)'; and 'Parents' 2019 Untaxed Income' with fields for 'Pension Payments', 'Child Support Received', and 'Military or Clergy Allowances'. Each section includes a question mark icon for help and a star icon for required fields.

**PARENT INFORMATION** 1 2 3 4

Back Save and Exit Exit Save and Continue Complete

Parents' 2019 Income Tax Return Information

★ - Required Field ? - Help and Hints ! - Error Information

**Parents' Income Tax Return Status** ★

Will Not File

? Indicate whether your parents have completed and filed their IRS income tax return, foreign tax return or trust territory tax return.

Parents' 2019 Income

**Parent 1 Income Earned from Working (\$)** ★

This field is required

? Indicate the total amount your father/mother/stepparent earned from working. Include wages, salaries, tips, etc. listed on W-2 forms; or on the tax returns listed on the IRS Form 1040-line 1 + Schedule 1-lines 3 + 6 + Schedule K-1 (IRS Form 1065)-Box 14 (Code A). If any individual earning item is negative, do not include that item in your calculation.

**As of today, are either of your parents a dislocated worker?** ★

☐ Yes ☐ No ☒ Don't know

**Parents' 2019 Assets**

**Parents' Cash, Savings, and Checking Account Amounts (\$)** ★

0

? As of today, indicate the total balance of your parents' cash, savings and checking accounts. Don't include student financial aid.

**Parents' Real Estate or Investment Net Worth (\$)** ★

0

? As of today, indicate the total net worth of your parents' investments. Net worth means the current value, as of today.

**Parents' 2019 Untaxed Income**

★ - Required Field ? - Help and Hints ! - Error Information

**Parents' Pension Payments**

0

? Indicate the total amount of any payments made by your parents to tax-deferred pension and savings plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 forms in Boxes 12a through 12d, codes D, E, F, G, H and S.

**Parents' Child Support Received**

0

? Indicate the total amount of any child support payments received by your parents for any of your children. Don't include foster care or adoption payments.

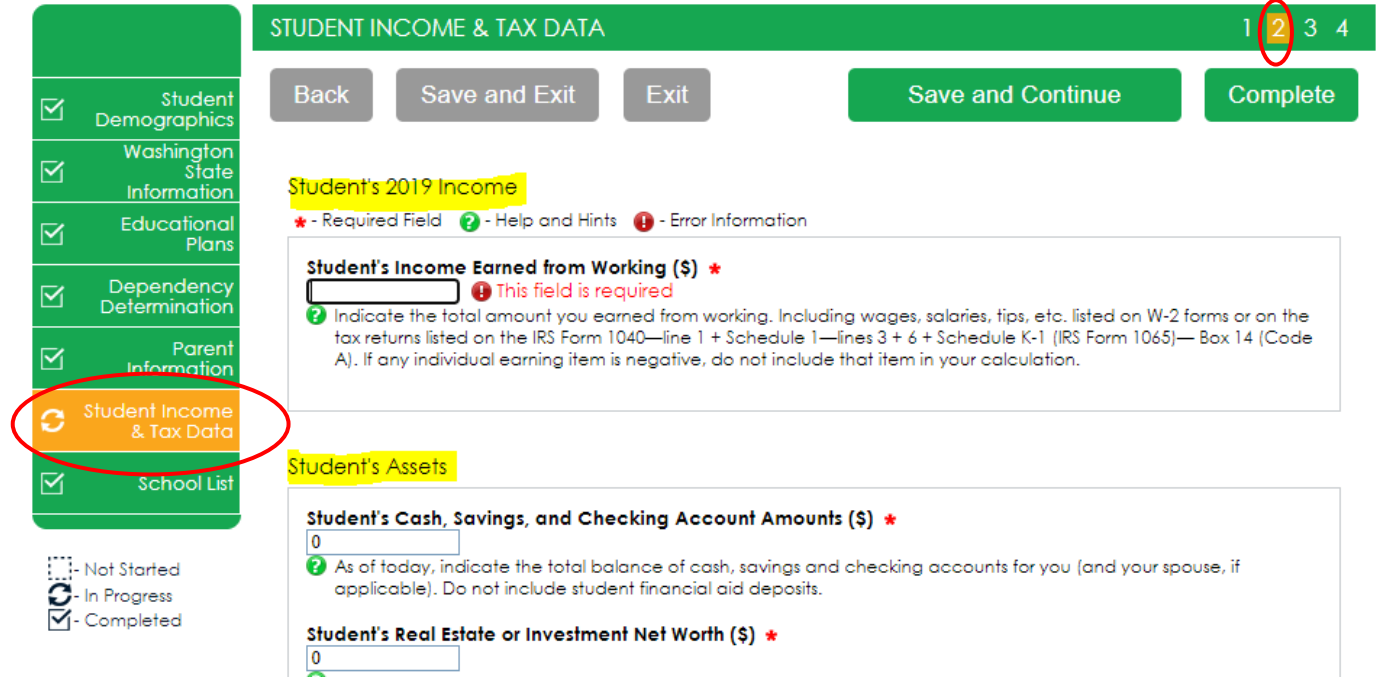
**Parents' Military or Clergy Allowances**

0

? Indicate the total amount of any housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits). Don't include the value of on-base military housing or the value of a basic military allowance for housing.

# 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.



**STUDENT INCOME & TAX DATA** 1 2 3 4

Back Save and Exit Exit Save and Continue Complete

**Student's 2019 Income**

★ - Required Field ? - Help and Hints ! - Error Information

**Student's Income Earned from Working (\$) \***

! This field is required

? Indicate the total amount you earned from working. Including wages, salaries, tips, etc. listed on W-2 forms or on the tax returns listed on the IRS Form 1040—line 1 + Schedule 1—lines 3 + 6 + Schedule K-1 (IRS Form 1065)—Box 14 (Code A). If any individual earning item is negative, do not include that item in your calculation.

**Student's Assets**

**Student's Cash, Savings, and Checking Account Amounts (\$) \***

0

? As of today, indicate the total balance of cash, savings and checking accounts for you (and your spouse, if applicable). Do not include student financial aid deposits.

**Student's Real Estate or Investment Net Worth (\$) \***

0

Not Started In Progress Completed



# 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.

The screenshot shows a web form titled "SCHOOL LIST". On the left is a vertical sidebar with a list of steps: Student Demographics, Washington State Information, Educational Plans, Dependency Determination, Parent Information, Student Income & Tax Data, and School List. The "School List" step is highlighted with an orange background and a circular arrow icon, and it is circled in red. Below the sidebar are status indicators: a dashed box for "Not Started", a circular arrow for "In Progress", and a checkmark for "Completed".

The main form area has a green header "SCHOOL LIST" and buttons: "Back", "Save and Exit", "Exit", "Save and Continue", and "Complete". Below the header, instructions state: "Select the schools to receive a copy of your WASFA, along with your housing plans for that school. Select at least one school and up to ten schools to receive your information." A legend indicates: "★ - Required Field", "? - Help and Hints", and "❗ - Error Information".

The form contains three visible sections for school selection:

- School 1 ★**: A dropdown menu showing "University of Washington". Below it, "Housing Plan for School 1 ★" has a dropdown menu with "On Campus" selected. A green help icon and text "Please indicate where you plan to live while in school." are present.
- School 2**: A dropdown menu showing "Everett Community College". Below it, "Housing Plan for School 2 ★" has a dropdown menu with "With Parents" selected. A green help icon and text "Please indicate where you plan to live while in school." are present.
- School 3**: A dropdown menu showing "Paul Mitchell School of Richland". Below it, "Housing Plan for School 3 ★" has a dropdown menu with "Off Campus or Other" selected. A green help icon and text "Please indicate where you plan to live while in school." are present.

**School 4** is partially visible with a dropdown menu showing "Select".

A large callout box with a brown border and a white background points to the "On Campus" selection. It contains the text: "If you want to live on campus, or don't know what your housing plan will be yet, select 'On Campus'".

At the bottom of the form are buttons: "Back", "Save and Exit", "Save and Continue >>", and "Complete".



# Preview Application Responses

**Sign My Forms – The Preview My Forms** section is an opportunity to review all your answers by clicking on the **View Form** button. You **MUST** open and preview this form before you can acknowledge that the information is true and correct.

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**.

Review answers carefully and make corrections prior to signing.

- ☒ Student Demographics
- ☒ Washington State Information
- ☒ Educational Plans
- ☒ Dependency Determination
- ☒ Parent Information
- ☒ Student Income & Tax Data
- ☒ School List
- ☒ Sign My Forms

☐ - Not Started  
☒ - In Progress  
☒ - Completed

PREVIEW MY FORMS

Preview My Forms

Your responses to the previous questions have been pre-populated in the application listed below. Please select View Form to see your pre-populated application. You should review the information carefully and make any necessary changes before proceeding.

If your application is complete and accurate, and no changes are necessary, please check the acknowledgement box below and proceed to the next page.

2021-2022 WA Application for State Financial Aid (WASFA) **View Form**

☒ I acknowledge that all information provided on my application is true and correct.

Back Next >>

2021-2022 Washington Application for State Financial Aid

**STUDENT DEMOGRAPHICS**

**Personal Information**

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 should match the name you provided to your college(s).

First Name

Middle Initial

Last Name

Gender (Male, Female, or X)  
Indicate whether you are male, female, or X.

**Date of Birth**

Date of Birth  
Provide the month, day and year you were born.

**Driver's License Information**

Student's Driver's License State  
Indicate the state that issued a valid Driver's License to you. Select "No License", if you don't have a valid Driver's License.

# Electronic Signature (1 of 3)

## Sign My Forms – Electronic Signature Consent & Disclosures.

Please read disclosures and select the “*I consent to the use of an electronic signature option to complete and submit my application.*” Then click **Next**.

<input checked="" type="checkbox"/>	Student Demographics
<input checked="" type="checkbox"/>	Washington State Information
<input checked="" type="checkbox"/>	Educational Plans
<input checked="" type="checkbox"/>	Dependency Determination
<input checked="" type="checkbox"/>	Parent Information
<input checked="" type="checkbox"/>	Student Income & Tax Data
<input checked="" type="checkbox"/>	School List
<input checked="" type="checkbox"/>	Sign My Forms

☐ - Not Started  
☒ - In Progress  
☒ - Completed

### ELECTRONIC SIGNATURE CONSENT & DISCLOSURES

#### Electronic Signature Consent & Required Disclosures

You have chosen to electronically sign your application. 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.

##### Required Disclosures:

- You should verify and review all data provided prior to electronically signing your application. All applications are viewable using Adobe® Acrobat® version 8.0 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 recent applications electronically signed in this website are available for printing 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 this website to reprint your most current applications.
- All electronic signatures processed within this website are legally binding and can be used to legally prove that you signed the application.
- There are no additional monetary costs for processing your applications electronically or the use of electronic signatures.
- Please provide your consent. To opt out of the electronic signature process contact us at 888-535-0747 or at [wasfa@wsac.wa.gov](mailto:wasfa@wsac.wa.gov).

☒ I consent to the use of an electronic signature option to complete and submit my application.

Back

Next >>

# Electronic Signature (2 of 3)

## Sign My Forms – Electronic Signature Hardware & Software Requirements.

Please read the system requirements and select the “*I acknowledge that my computer supports the recommended minimum hardware and software system requirements needed for conducting an electronic signature within this site.*” Then click **Next**.

<input checked="" type="checkbox"/>	Student Demographics
<input checked="" type="checkbox"/>	Washington State Information
<input checked="" type="checkbox"/>	Educational Plans
<input checked="" type="checkbox"/>	Dependency Determination
<input checked="" type="checkbox"/>	Parent Information
<input checked="" type="checkbox"/>	Student Income & Tax Data
<input checked="" type="checkbox"/>	School List
<input checked="" type="checkbox"/>	Sign My Forms

☐ - Not Started  
☒ - In Progress  
☒ - Completed

### ELECTRONIC SIGNATURE HARDWARE & SOFTWARE REQUIREMENTS

#### Electronic Signature Hardware & Software Requirements

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

##### Hardware:

- A computer with access to the Internet and capable of running the software listed below.
- A printer capable of printing Adobe Acrobat Reader® PDF documents.

##### Software:

- A recommended Web Browser.
  - Microsoft Internet Explorer 6.0 or higher ([download now for free](#)).
  - Chrome 7.0 or higher ([download now for free](#)).
  - Firefox 3.6 or higher ([download now for free](#)).
  - Safari 5.0 or higher ([download now for free](#)).
- Adobe Acrobat Reader® version 8.0 or higher ([download now for free](#)).

☒ I acknowledge that my computer supports the recommended minimum hardware and software system requirements needed for conducting an electronic signature within this site.

Back

Next >>

# Electronic Signature (3 of 3)

**Sign My Forms – Electronic Signature Process.** Please read the disclosures you are certifying when electronically signing your application that state 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 student account.

Then click **Next**.

<input checked="" type="checkbox"/>	Student Demographics
<input checked="" type="checkbox"/>	Washington State Information
<input checked="" type="checkbox"/>	Educational Plans
<input checked="" type="checkbox"/>	Dependency Determination
<input checked="" type="checkbox"/>	Parent Information
<input checked="" type="checkbox"/>	Student Income & Tax Data
<input checked="" type="checkbox"/>	School List
<input checked="" type="checkbox"/>	Sign My Forms

☐ - Not Started  
☒ - In Progress  
☒ - Completed

Invite your parent to sign your application

## ELECTRONIC SIGNATURE PROCESS

### Electronic Signature Process

Student Certification and Electronic Signature: The Washington Student Achievement Council requires that you certify your application by submitting an electronic signature. To certify your application, read the text below and provide an electronic signature by typing your name in the answer field. I certify or declare under penalty of perjury under the laws of the State of Washington that the foregoing information is true and correct. By typing my full legal name I provide my electronic signature.

Name on File:

First Name:  \*  
? Provide the first name used when you created your account.

Last Name:  \*  
? Provide the last name used when you created your account.

Password:  \*  
? Provide the password used to access this website.

Current City:  \*  
? Place (City and State) Where Electronic Signature Was Completed: The Washington Student Achievement Council requires that you certify your application by submitting an electronic signature.

Current State:  \*  
? Place (City and State) Where Electronic Signature Was Completed: The Washington Student Achievement Council requires that you certify your application by submitting an electronic signature.

**Important Notice:** In order to complete this process a parent must electronically sign your WASFA application. After you electronically sign the application, select the parent signature invitation action and follow the instructions.

Back

Next >>

# Application Complete / Incomplete

Once you complete the electronic signature section, you will be redirected to the WASFA home site. If you are an **independent student**, your application is complete and will be sent to your prospective schools within 24 hours. **YOU WILL NOT RECEIVE AN EMAIL CONFIRMATION.**

If you are a **dependent student**, you will need to invite your parents to electronically sign your application. To invite a parent, click on the



Invite a parent to sign an application.

button in the Actions column that is highlighted to the right.

## Washington Application for State Financial Aid (WASFA)

### STEP 1:

#### Start WASFA

Start the WASFA application process.

### STEP 2:

#### Select Schools

Select the schools that you want to receive a copy of your WASFA.

### STEP 3:

#### Sign WASFA

Sign your WASFA.

Select the action to the right of the WASFA application, in the table below, to process your WASFA for each available academic year. You will be provided a list of schools that will receive your WASFA and must electronically sign the document to complete the process. Dependent students will be instructed to invite a parent to sign their WASFA before the application will be submitted. You may make changes at any time by selecting the action for starting and completing an application.



Start, edit or complete an application.



View an application.






Invite a parent to sign an application.



Download an application.



Sign an application.

Document Name	Status	Actions
2021-2022 WA Application for State Financial Aid (WASFA)	Incomplete – Parent Signature Pending	  

# Parent Signature Process

Once you click on the “*invite a parent to sign an application*” button in the Actions column, 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 **Save and Continue** button.

Washington Application for State Financial Aid (WASFA)

Choose parent to sign "2019-2020 WA Application for State Financial Aid (WASFA)"

Primary Parent's Last Name	Primary Parent's First Name	Primary Parent's Email
JONES	PATRICIA	<input type="text" value="@gmail.com"/>
<input type="radio"/> This parent is signing this document		
Second Parent's Last Name	Second Parent's First Name	Second Parent's Email
JOHN	JO	<input type="text" value="@gmail.com"/>
<input type="radio"/> This parent is signing this document		

## 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.



# Confirm Parent Selection

Once you click on the **Save and Continue** button, it will ask to confirm your parent selection.

Check the box confirming your parent selection, make sure the email address is correct, and click on the **Generate Portal Access and E-Signature Email**.

Washington Application for State Financial Aid (WASFA)

Confirm parent selection

You have chosen **PATRICIA JONES** [redacted]@gmail.com to view and sign the "2019-2020 WA Application for State Financial Aid (WASFA)" document. After you click the "Generate Portal Access and E-signature Email" button below, an email containing login instructions to the portal will be sent to your parent.

☒ I confirm and acknowledge that **PATRICIA JONES** will be able to view and sign '2019-2020 WA Application for State Financial Aid (WASFA)'.

Back

Exit

Generate Portal Access and E-signature Email



# Parent Signature Process (1 of 7)

Once you select the **Generate Portal Access and E-Signature Email**, it will redirect you back to the WASFA home page where it will still say your application is “Incomplete-Parent Signature Pending” until your parent signs.

Logout of your 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.

## Washington Application for State Financial Aid (WASFA)

### STEP 1: Start WASFA

Start the WASFA application process.

### STEP 2: Select Schools

Select the schools that you want to receive a copy of your WASFA.

### STEP 3: Sign WASFA

Sign your WASFA.

Select the action to the right of the WASFA application, in the table below, to process your WASFA for each available academic year. You will be provided a list of schools that will receive your WASFA and must electronically sign the document to complete the process. Dependent students will be instructed to invite a parent to sign their WASFA before the application will be submitted. You may make changes at any time by selecting the action for starting and completing an application.



Start, edit or complete an application.



View an application.



Invite a parent to sign an application.



Download an application.



Sign an application.

Document Name	Status	Actions
2021-2022 WA Application for State Financial Aid (WASFA)	Incomplete – Parent Signature Pending	  

**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 below. The parent needs to click on the words [Parent Portal](#) to bring them to the Parent Portal. Here they will create their own account using the same email address the Parent Portal link was sent to. The link is only valid for **72 hours**.



## Action Required – WASFA Parent Signature Inbox x

wasfa@wsac.wa.gov

3:42 PM (13 minutes ago)

to [redacted]

Amy Apple has selected you to sign the 2019-2020 Washington Application for State Financial Aid (WASFA). Your username is [redacted]@gmail.com. Please log in by going to the [Parent Portal](#) and create an account to sign this application.


If you do not take any action, this link will expire in 72 hours.

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

## 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.



Student Name	Status	Actions
Amy Apple	Incomplete – Parent Signature Pending	  <div>You can sign the document by clicking "Sign My Document" Icon above.</div>

# 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 and answer to the secret question. Click on **Continue** once you have filled out all the requested information.

## CREATE YOUR ACCOUNT

Follow the instructions below to create your account

Please fill out the form below to create your account. All the information you provide will be kept in strictest confidence. Once you complete setting up your account, you will gain access to the Parent Portal.

Please complete the following registration form

\* - Required Field ? - Help and Hints ! - Error Information

Email Address \*

? Please ensure that this is a valid, permanent email address that you check regularly.

Create Password \*

? Passwords should contain 8-16 characters, include at least one upper case and one lower case letter, and one number or any of the following symbols ! @ \$ % \* ( ) ? . Do not include common words or names, and combine uppercase letters, lowercase letters, numbers, and symbols.

Confirm Password \*

Secret Question \*

? If you forget your password you can use your secret answer to verify your identity.

Answer \*

Security Code \*

? Please enter the security code that appears in the image below. This helps us prevent unauthorized automation of our services. If you cannot read the numbers, reload the page to generate a new image.

340453

Continue

Cancel

## Parent Signature Process (4 of 7)

You will know that you are in the parent portal because the band color is **red** instead of **green**

### **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.

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 enter the student's birthdate. Click **Register** to continue.

Washington Application for State Financial Aid (WASFA)

Register Your Financial Aid Account

Verify your identity

★ - Required Field   ? - Help and Hints   ! - Error Information

Welcome SANDRA APPLE! Please answer the questions below. Your responses will help us verify your identity.

Parent Date of Birth: January 1 1971

Last 4 digits of your SSN: 0000

? Enter the last four digits of your SSN. If you do not have an SSN, enter four zeros (0000).

Student's Date of Birth: January 1 2021

Register

Cancel

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# Parent Signature Process (5 of 7)

The WASFA application home page will display any applications that are pending the parent's signature. Click on the “**Sign an application**” icon to open the application.

## Washington Application for State Financial Aid (WASFA)





Sign an application.



View an application.



Download an application.

Document Name	Student Name	Status	Actions
2021-2022 WA Application for State Financial Aid (WASFA)	Gabi Worst	Incomplete – Parent Signature Pending	<div>  <div>You can sign the document by clicking “Sign My Document” Icon above.</div></div>

# Parent Signature Process (6 of 7)

The parent should review the information the student has entered and click on **Save and Continue** 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.

You have been invited by GABI WORST to review and electronically sign the 2021-2022 Washington Application for State Financial Aid. In order to review and/or edit the application, please click on the section(s) to the left. If you are ready to sign the application, please click "Save and Continue" to advance to sign the application electronically.

Student Demographics

Washington State Information

Educational Plans

Dependency Determination

Parent Information

Student Income & Tax Data

School List

Not Started

In Progress

Completed

STUDENT DEMOGRAPHICS

1 2 3 4

Save and Exit

Exit

Save and Continue

Complete

Personal Information

★ - Required Field

🔍 - Help and Hints

❗ - Error Information

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).

First Name ★

GABI

Middle Initial

Last Name ★

WORST

Gender (Male, Female, or X)

Select

🔍 Indicate whether you are male, female, or X.

Date of Birth

Date of Birth ★

Month: January Day: 1 Year: 2001

🔍 Provide the month, day and year you were born.

Save and Exit

Save and Continue >>

Complete



# Parent Signature Process (7 of 7)

**Sign My Forms – The Preview My Forms** section is an opportunity to review all the answers by clicking on the **View Form** button. You **MUST** open and preview this form before you can acknowledge that the information is true and correct.

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, and click on the **Next** button.

Review answers carefully and make corrections prior to signing.

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

**PREVIEW MY FORMS**

Preview My Forms

Your responses to the previous questions have been pre-populated in the application listed below. Please select View Form to see your pre-populated application. You should review the information carefully and make any necessary changes before proceeding.

If your application is complete and accurate, and no changes are necessary, please check the acknowledgement box below and proceed to the next page.

**2021-2022 WA Application for State Financial Aid (WASFA)** **View Form**

☒ I acknowledge that all information provided on my application is true and correct.

**Back** **Next >>**


**Washington Application for State Financial Aid (WASFA)**  
WASHINGTON STUDENT ACHIEVEMENT COUNCIL


2021-2022 Washington Application for State Financial Aid

STUDENT DEMOGRAPHICS	
<b>Personal Information</b>	
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).	
First Name	GABI
Middle Initial	
Last Name	WORST
<b>Date of Birth</b>	
Date of Birth Provide the month, day and year you were born.	1/1/2001
<b>Driver's License Information</b>	
Student's Driver's License State Indicate the state that issued a valid Driver's License to you. Select "No License", if you don't have a valid Driver's License.	NO LICENSE

# Parent Electronic Signature

**Sign My Forms – Electronic Signature Consent & Disclosures.** Please read disclosures and select the “*I consent to the use of an electronic signature option to complete and submit my application.*” Then click on the **Next** button.

<input checked="" type="checkbox"/>	Student Demographics
<input checked="" type="checkbox"/>	Washington State Information
<input checked="" type="checkbox"/>	Educational Plans
<input checked="" type="checkbox"/>	Dependency Determination
<input checked="" type="checkbox"/>	Parent Information
<input checked="" type="checkbox"/>	Student Income & Tax Data
<input checked="" type="checkbox"/>	School List
	Sign My Forms

☐ - Not Started  
 - In Progress  
☒ - Completed

## ELECTRONIC SIGNATURE CONSENT & DISCLOSURES

### Electronic Signature Consent & Required Disclosures

You have chosen to electronically sign your application. 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.

#### Required Disclosures:

- You should verify and review all data provided prior to electronically signing your application. All applications are viewable using Adobe® Acrobat® version 8.0 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 recent applications electronically signed in this website are available for printing 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 this website to reprint your most current applications.
- All electronic signatures processed within this website are legally binding and can be used to legally prove that you signed the application.
- There are no additional monetary costs for processing your applications electronically or the use of electronic signatures.
- Please provide your consent. To opt out of the electronic signature process contact us at 888-535-0747 or at [wasfa@wsac.wa.gov](mailto:wasfa@wsac.wa.gov).

☒ I consent to the use of an electronic signature option to complete and submit my application.

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# Parent Electronic Signature (1 of 2)

## Sign My Forms – Electronic Signature Hardware & Software Requirements.

Please read the system requirements and select the “*I acknowledge that my computer supports the recommended minimum hardware and software system requirements needed for conducting an electronic signature within this site.*”

Then click on the **Next** button.

✓	Student Demographics
✓	Washington State Information
✓	Educational Plans
✓	Dependency Determination
✓	Parent Information
✓	Student Income & Tax Data
✓	School List
↻	Sign My Forms

☐ - Not Started  
☒ - In Progress  
☒ - Completed

### ELECTRONIC SIGNATURE HARDWARE & SOFTWARE REQUIREMENTS

#### Electronic Signature Hardware & Software Requirements

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

##### Hardware:

- A computer with access to the Internet and capable of running the software listed below.
- A printer capable of printing Adobe Acrobat Reader® PDF documents.

##### Software:

- A recommended Web Browser.
  - Microsoft Internet Explorer 6.0 or higher ([download now for free](#)).
  - Chrome 7.0 or higher ([download now for free](#)).
  - Firefox 3.6 or higher ([download now for free](#)).
  - Safari 5.0 or higher ([download now for free](#)).
- Adobe Acrobat Reader® version 8.0 or higher ([download now for free](#)).

☒ I acknowledge that my computer supports the recommended minimum hardware and software system requirements needed for conducting an electronic signature within this site.

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# Parent Electronic Signature (2 of 2)

**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 account. Then click on the **Next** button.

<input checked="" type="checkbox"/>	Student Demographics
<input checked="" type="checkbox"/>	Washington State Information
<input checked="" type="checkbox"/>	Educational Plans
<input checked="" type="checkbox"/>	Dependency Determination
<input checked="" type="checkbox"/>	Parent Information
<input checked="" type="checkbox"/>	Student Income & Tax Data
<input checked="" type="checkbox"/>	School List
<input checked="" type="checkbox"/>	Sign My Forms

☐ - Not Started  
☒ - In Progress  
☒ - Completed

## ELECTRONIC SIGNATURE PROCESS

### Electronic Signature Process

Student Certification and Electronic Signature: The Washington Student Achievement Council requires that you certify your application by submitting an electronic signature. To certify your application, read the text below and provide an electronic signature by typing your name in the answer field. I certify or declare under penalty of perjury under the laws of the State of Washington that the foregoing information is true and correct. By typing my full legal name I provide my electronic signature.

Name on File: SANDRA APPLE

**First Name:** Sandra \*  
? Provide the first name used when you created your account.

**Last Name:** Apple \*  
? Provide the last name used when you created your account.

**Password:** \*\*\*\*\* \*  
? Provide the password used to access this website.

Back

Next >>

# Parent Signature Complete

The WASFA application home page should now show the application status as “Submitted” and the date it was completed. You will not receive an email confirmation.

## Washington Application for State Financial Aid (WASFA)





Sign an application.



View an application.



Download an application.

Document Name	Student Name	Status	Actions
2021-2022 WA Application for State Financial Aid (WASFA)	Gabi Worst	Submitted on 7/29/2021	 

# 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](mailto:wasfa@wsac.wa.gov)**

 **Monday-Friday 8am-4pm PST**