How to Complete the WASFA

Washington Application for State Financial Aid

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. The following instructions will aid you in successfully completing the WASFA.

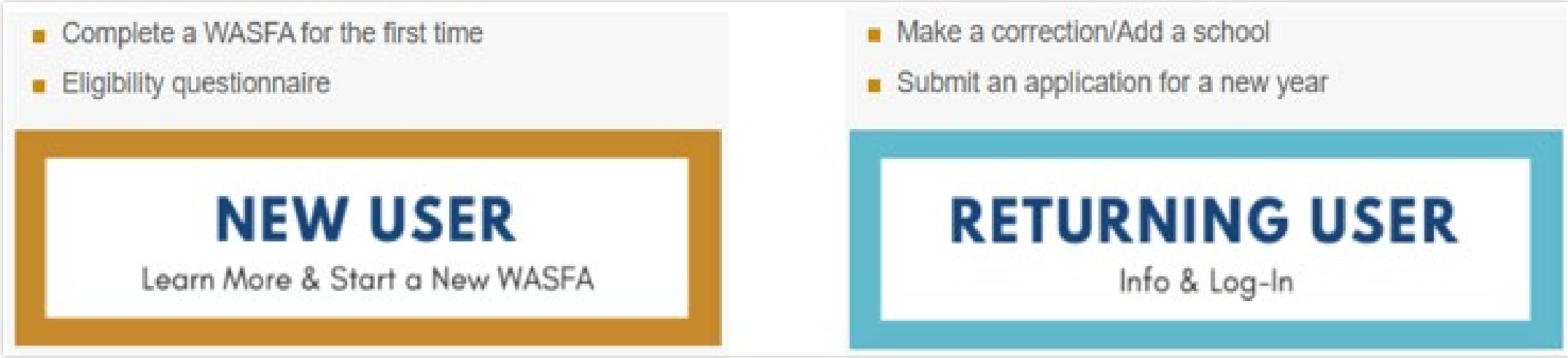
- **New users** completing the WASFA questionnaire for the first time will be asked a series of questions to determine if the WASFA is the appropriate financial aid application to complete. If it is, a link to the WASFA application is provided. If not, a link to the FAFSA is provided.
- **Returning users**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

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.

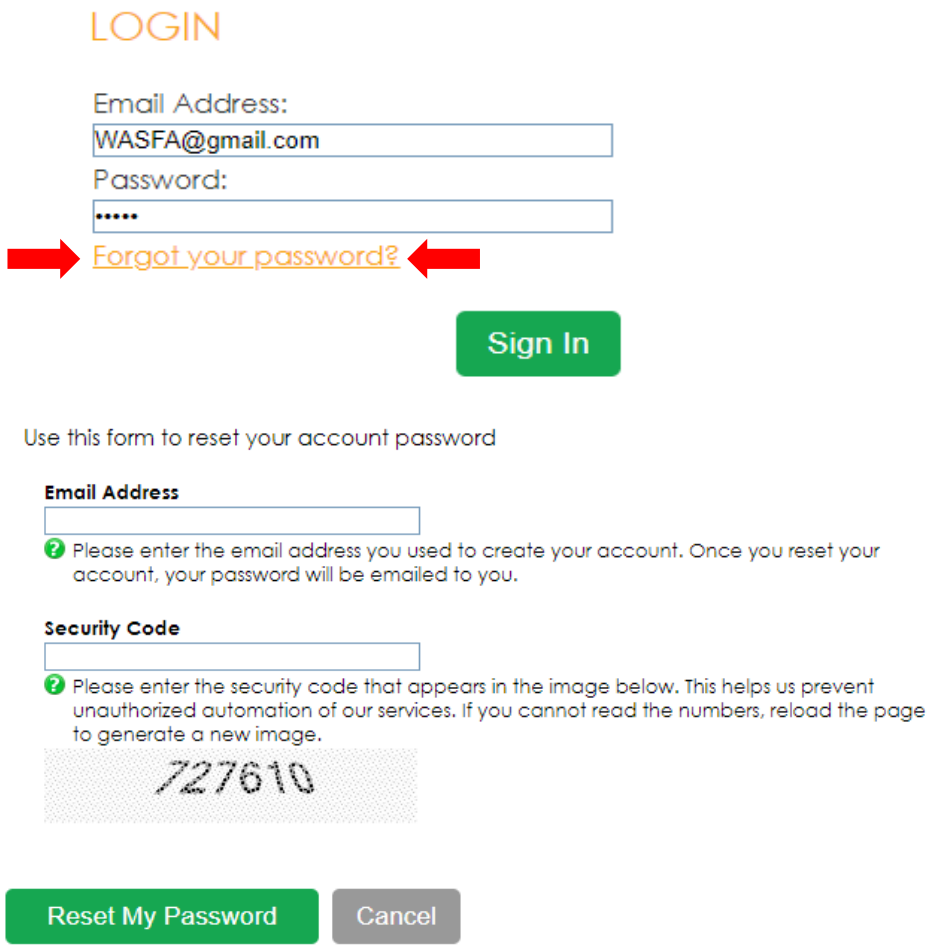
Questions? Contact the Washington Student Achievement Council by email at wasfa@wsac.wa.gov, or call 888-535-0747 and select option 2.

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. Do not create a new account.



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.

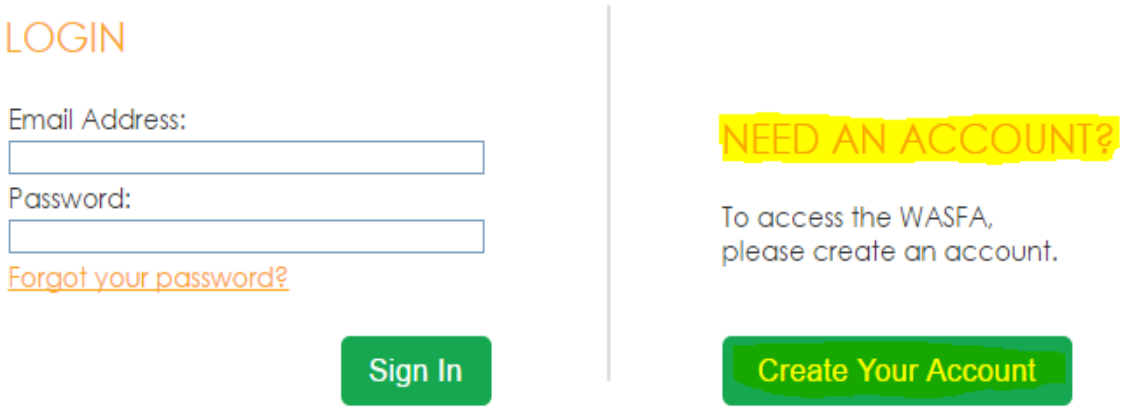
Click here for WASFA

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

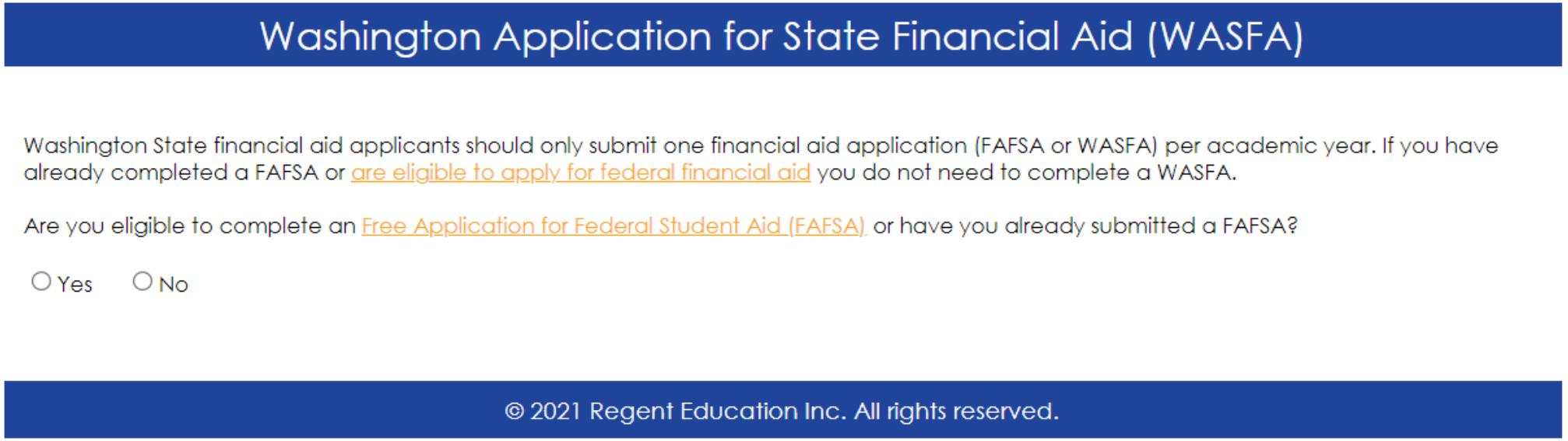
Create New Account – Step 1

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



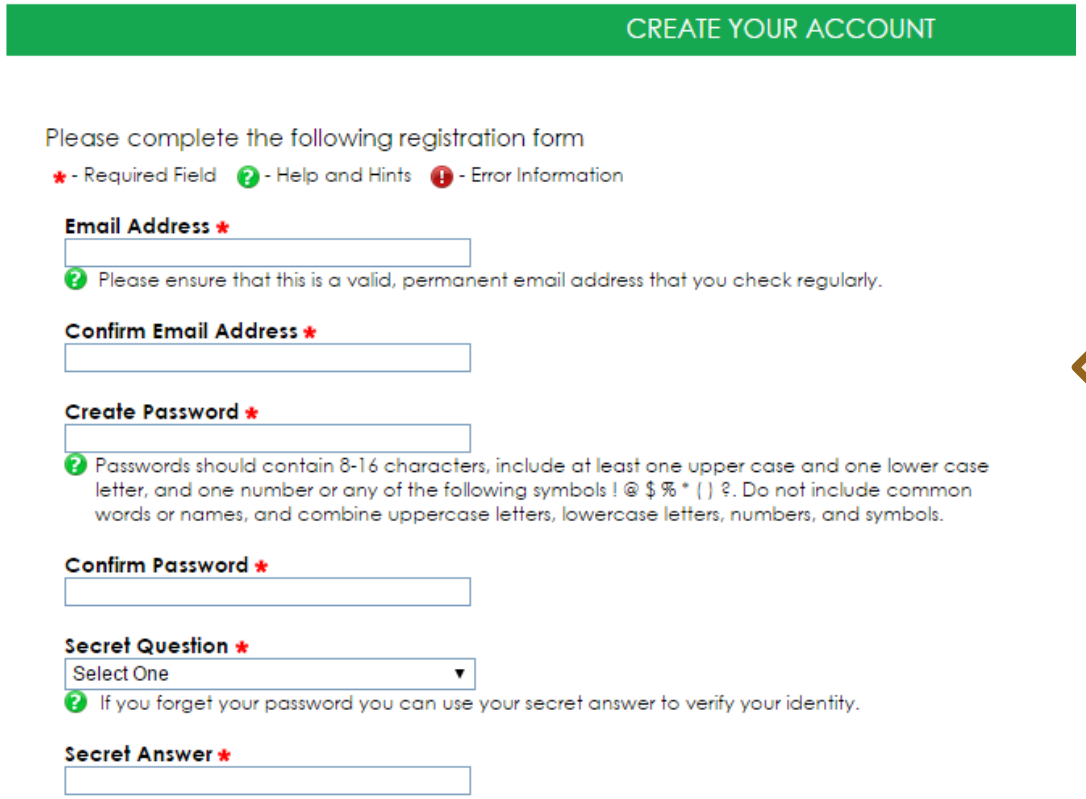
Create New Account – Step 2

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.



Create new account – Step 3

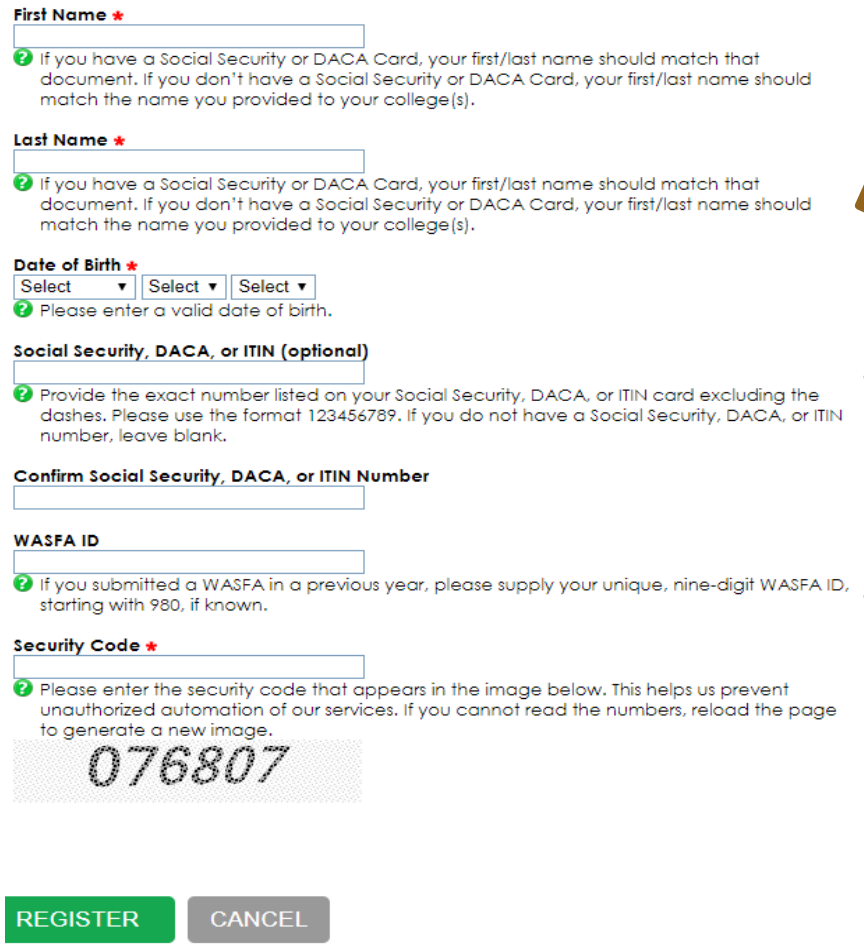
Register for new WASFA Account



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



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.

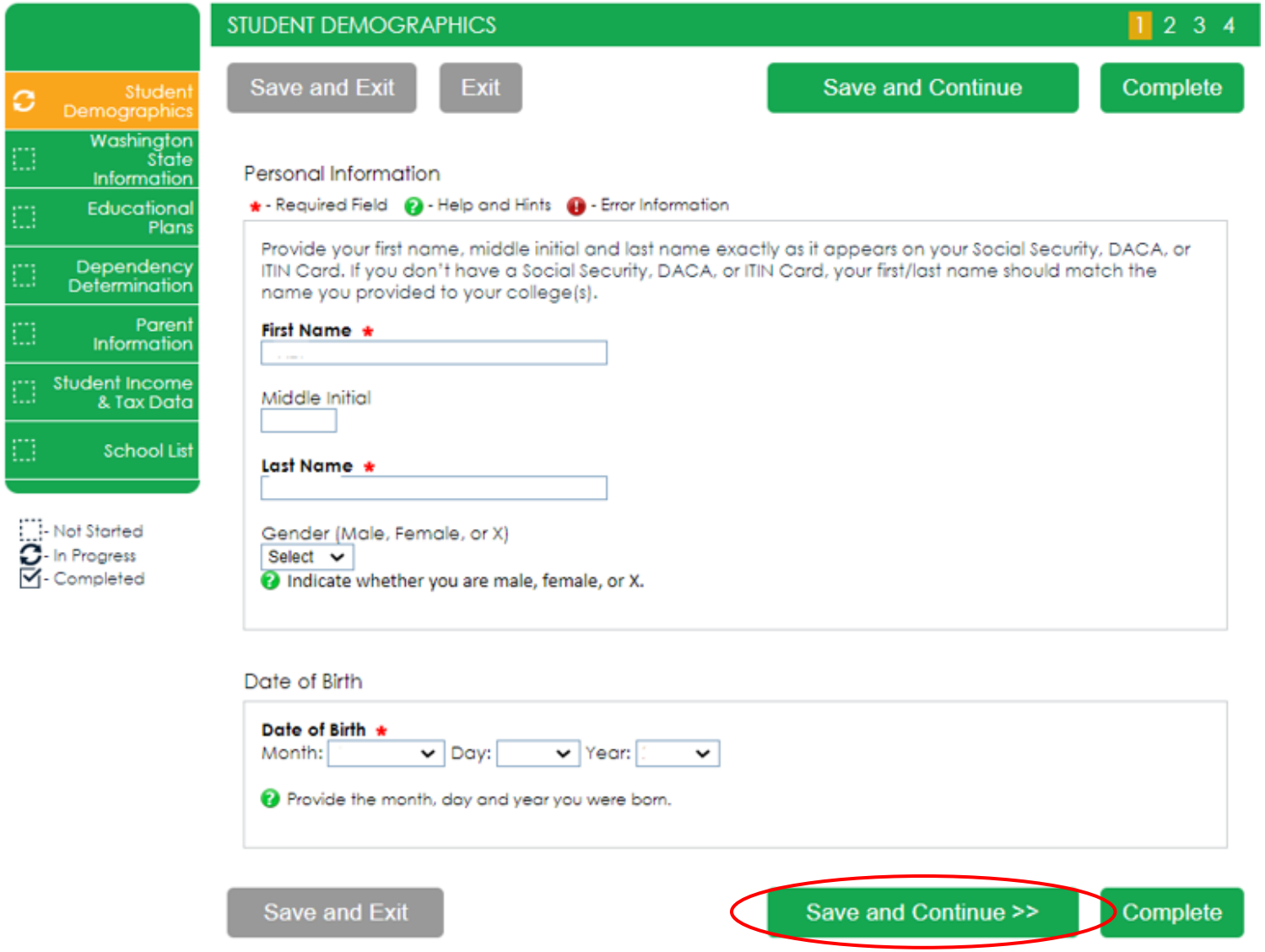
There may be times that there are multiple application years open. Be sure to pick the year that you will be attending college. For example, if plan on attending school in the Fall or Spring of 2021, you would choose the 2021-2022 application year.

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

Application in Progress

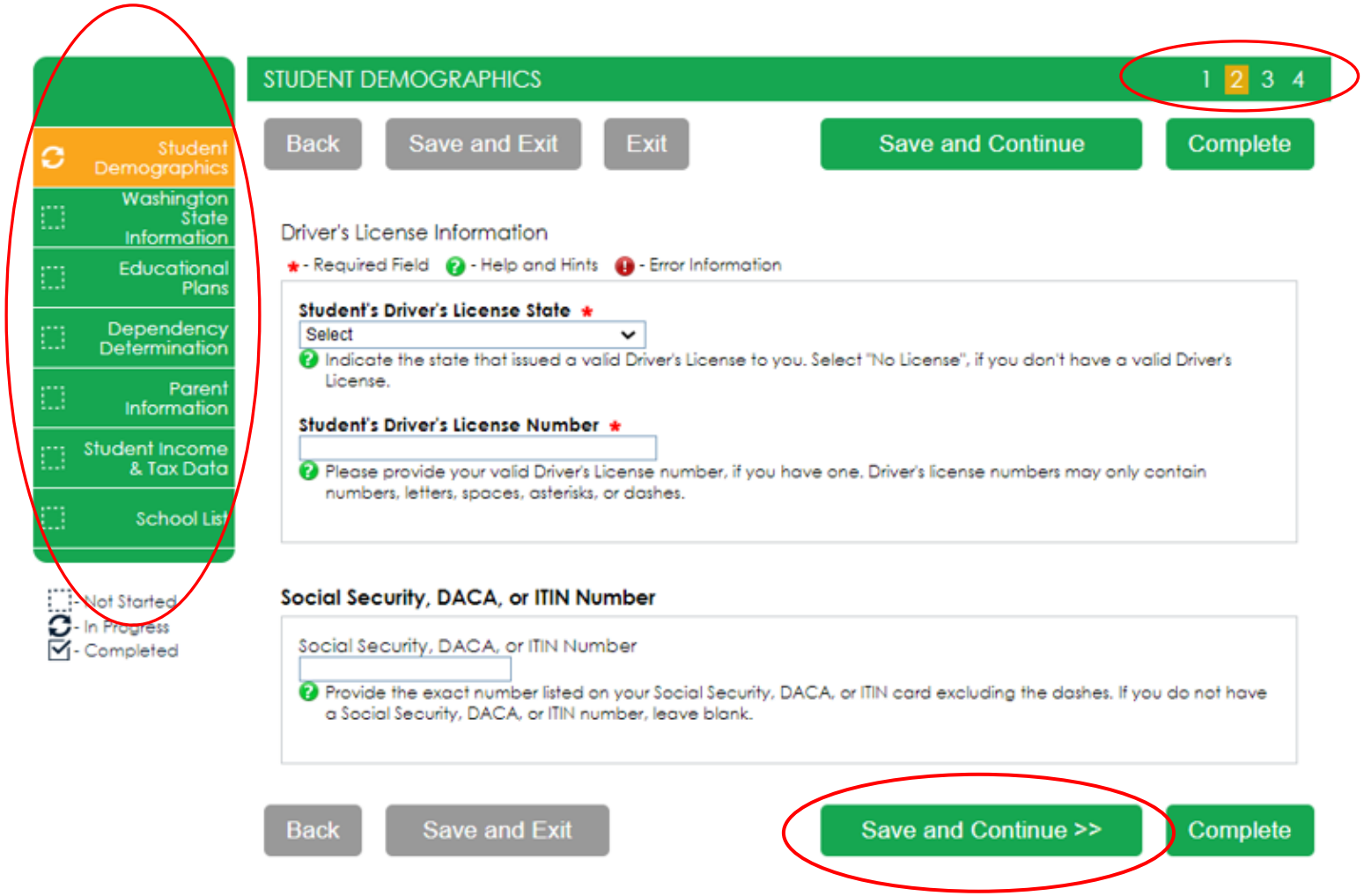
Upon clicking the "**Start, edit, or complete an application**" button from the WASFA homepage, you will begin the application process.

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



Application in Progress (1 of 2)

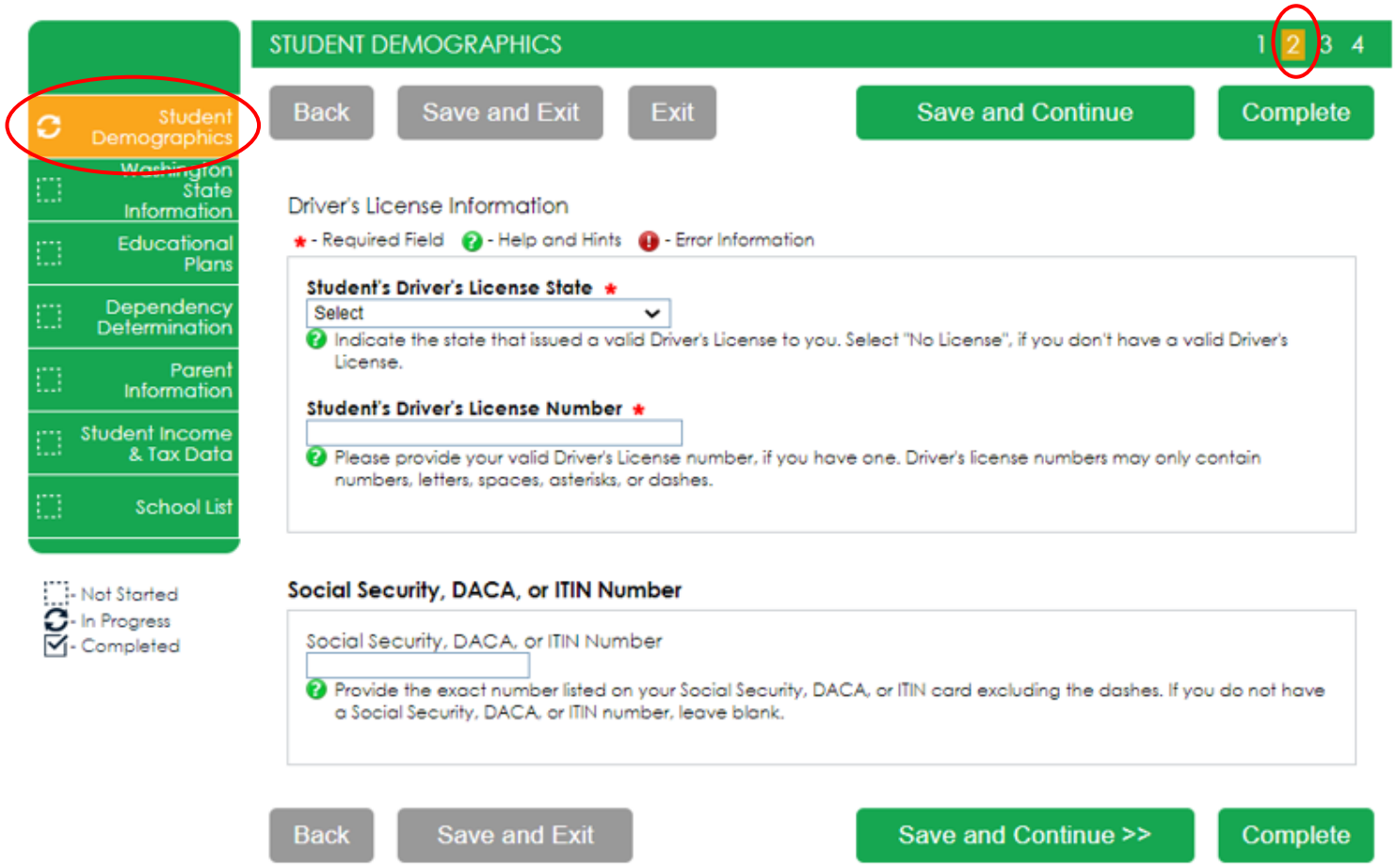
As you move through the application process, the **green menu** on the left side will tell you what section you are on, and the numbers in the **top green bar** will tell you how many parts are in that section, and what part you are on. You need to hit "**Save and Continue**" on every page.



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.

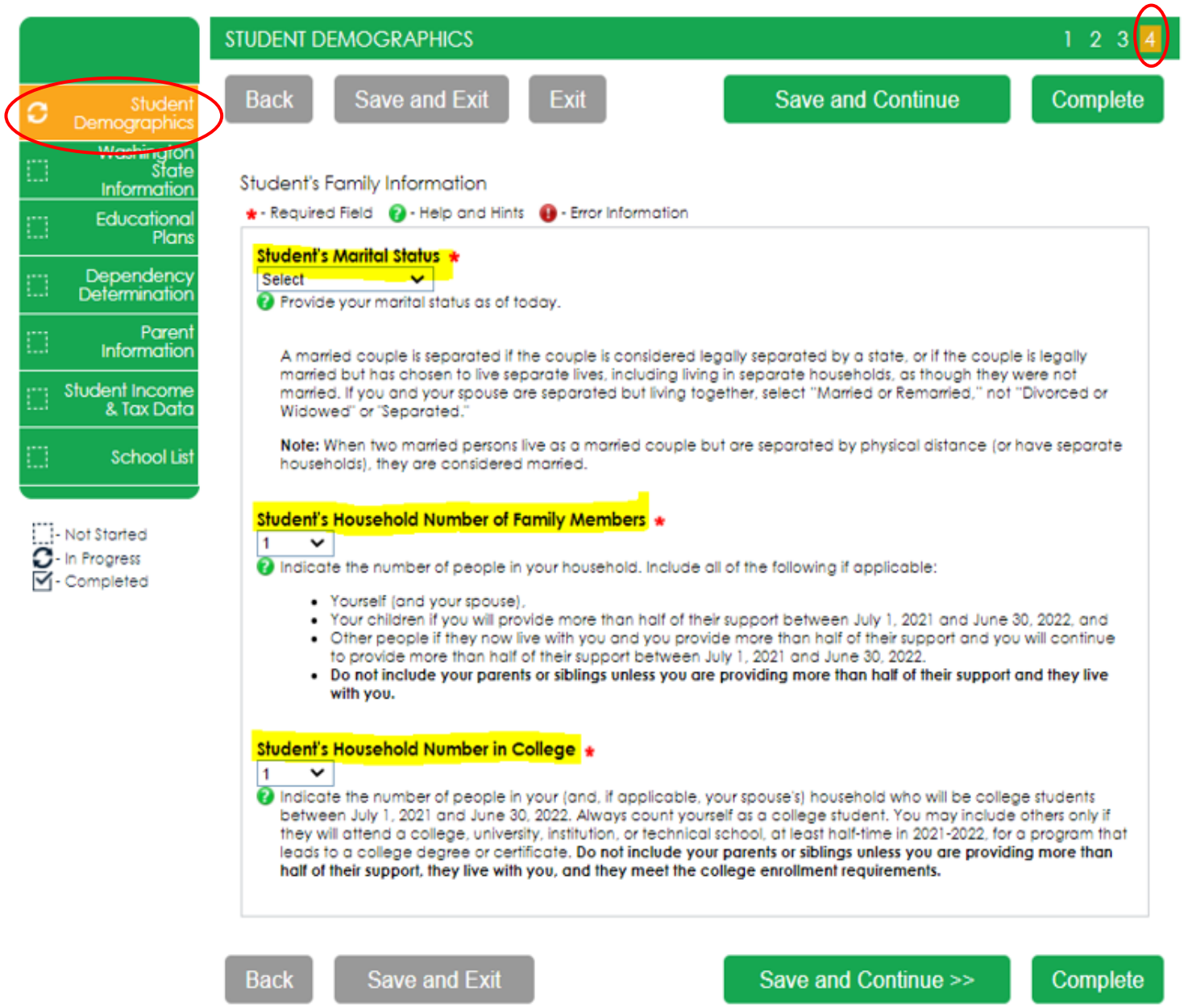
The section and page number within the section we are discussing is circled in **red** in the **left green menu** and **top green bar**.



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.*



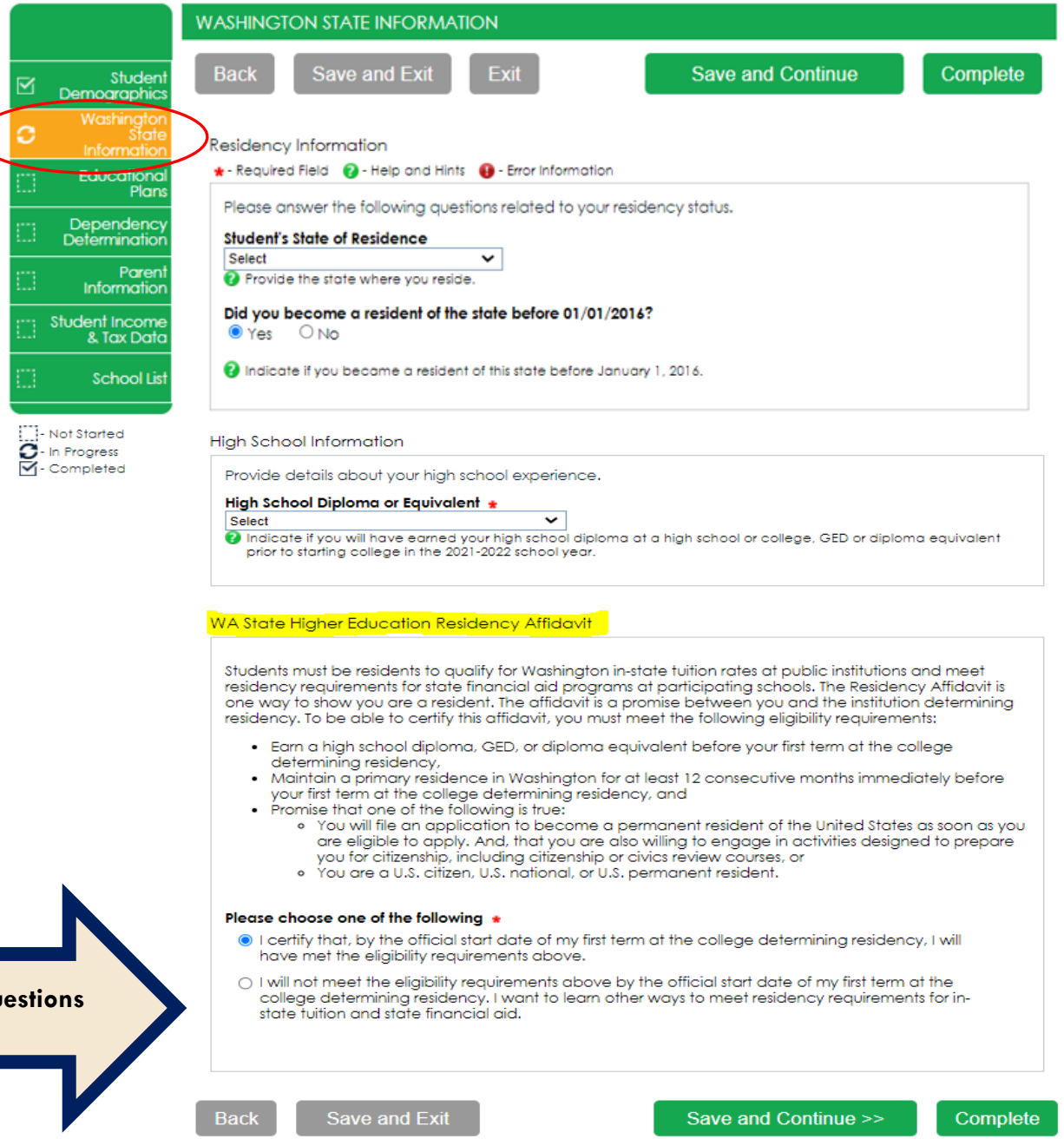
New Residency Information

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.



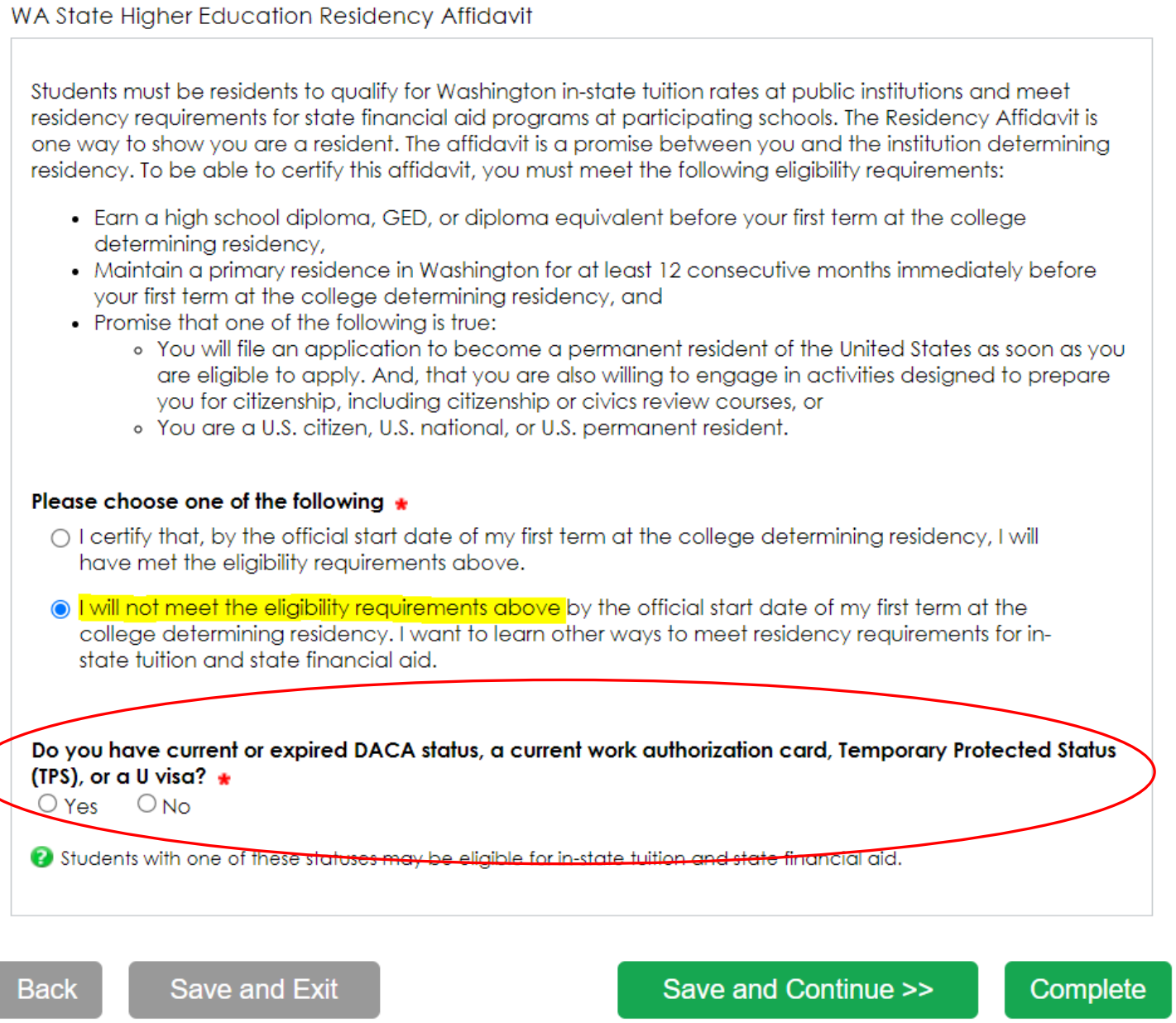
Residency Information

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.

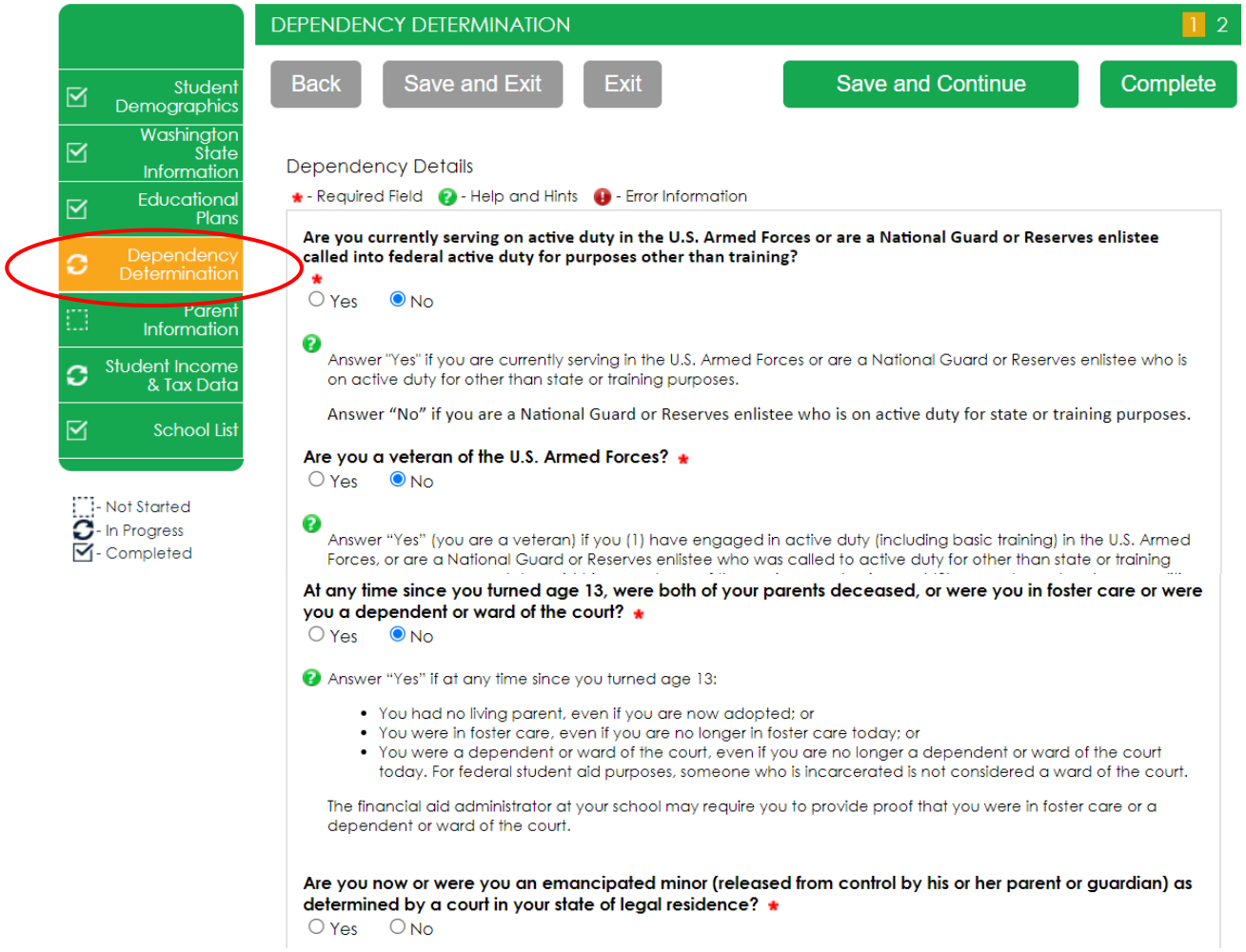
Note: *You will not get the DACA question if you answered, "I certify that, by the official start date of my first term at the college determining residency, I will have met the eligibility requirements above."*



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.



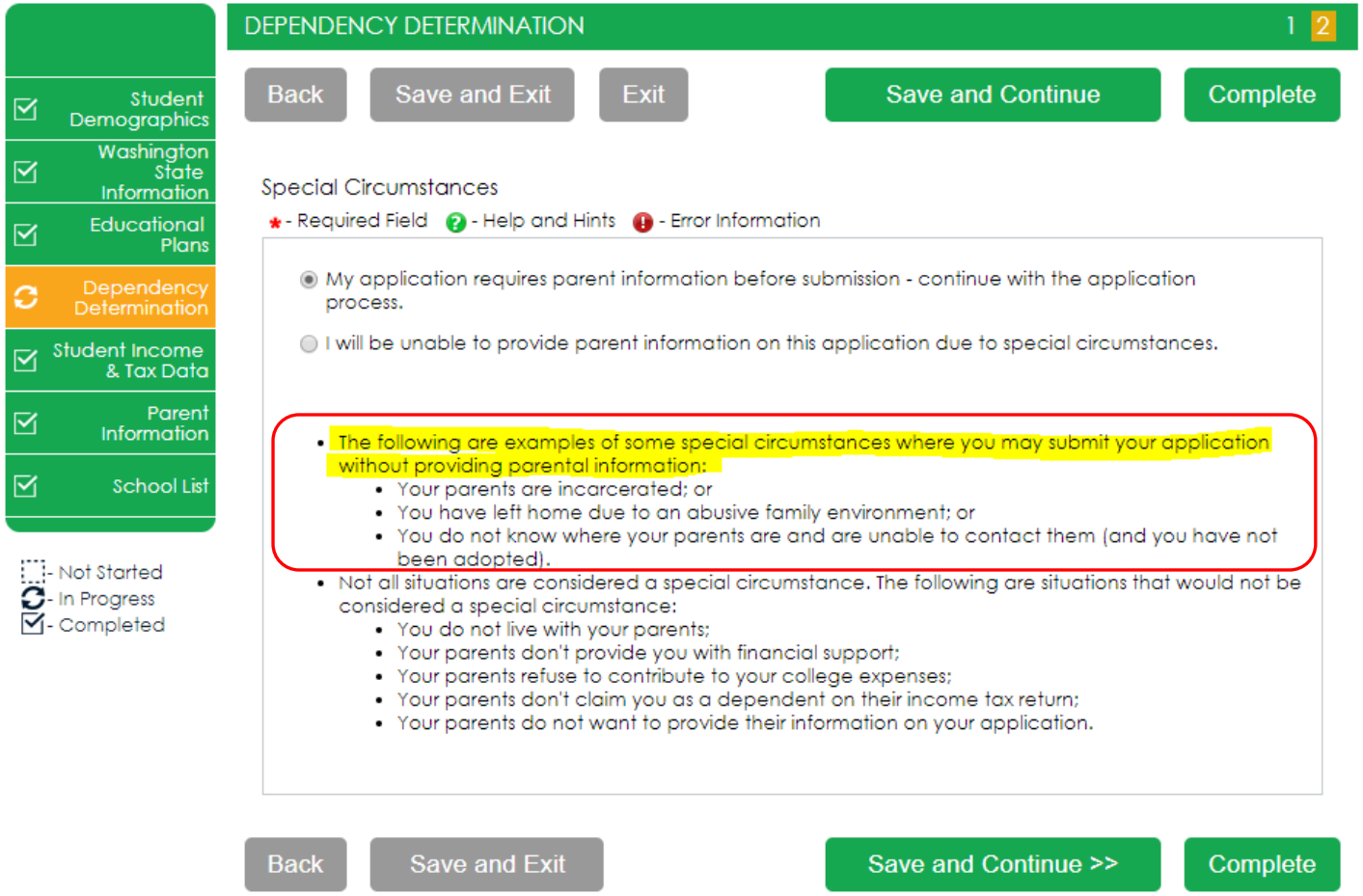
Dependency Determination (2 of 2)

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.

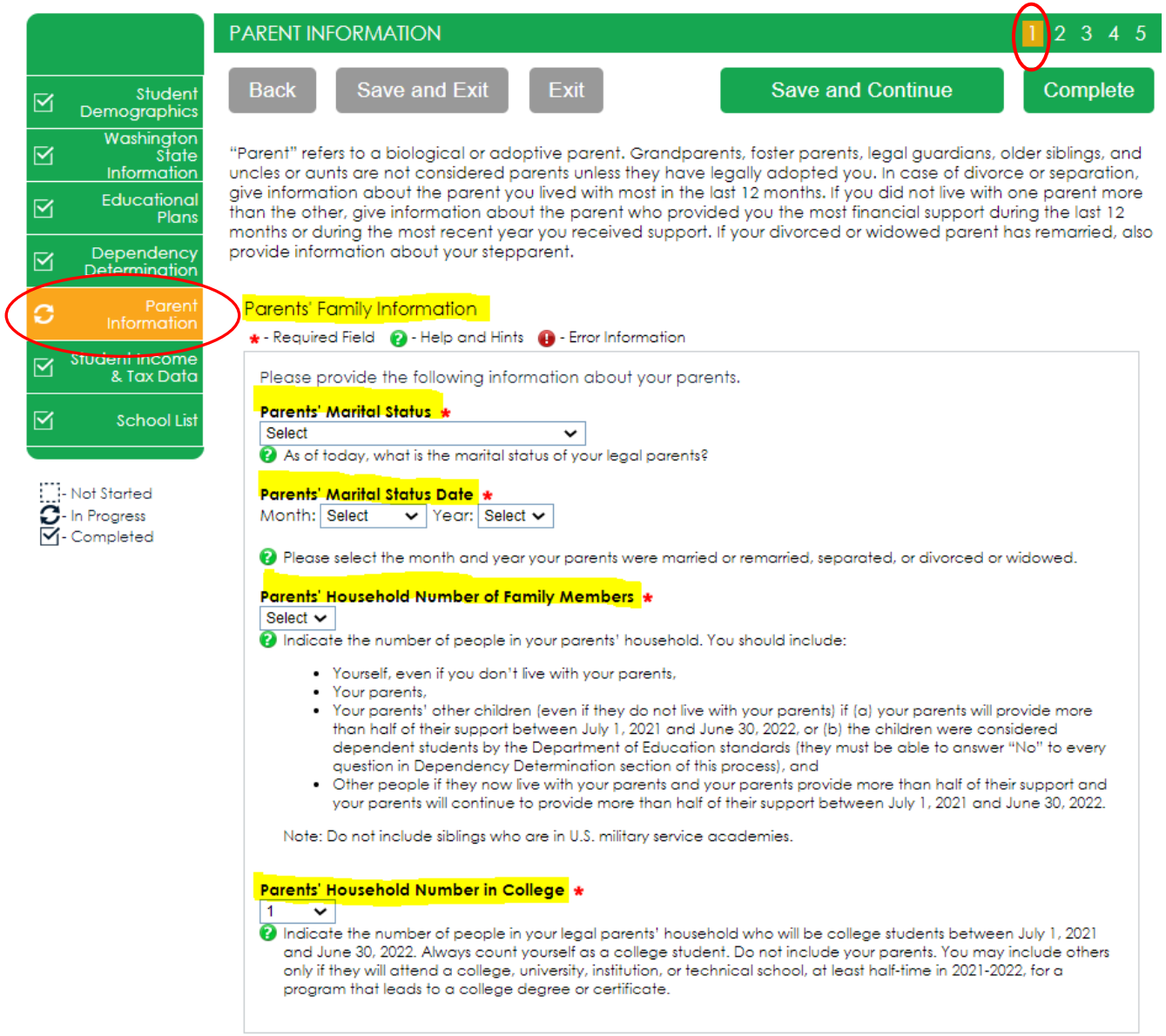
Note: Claiming special circumstances when you do not qualify may delay the processing of your application.



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.

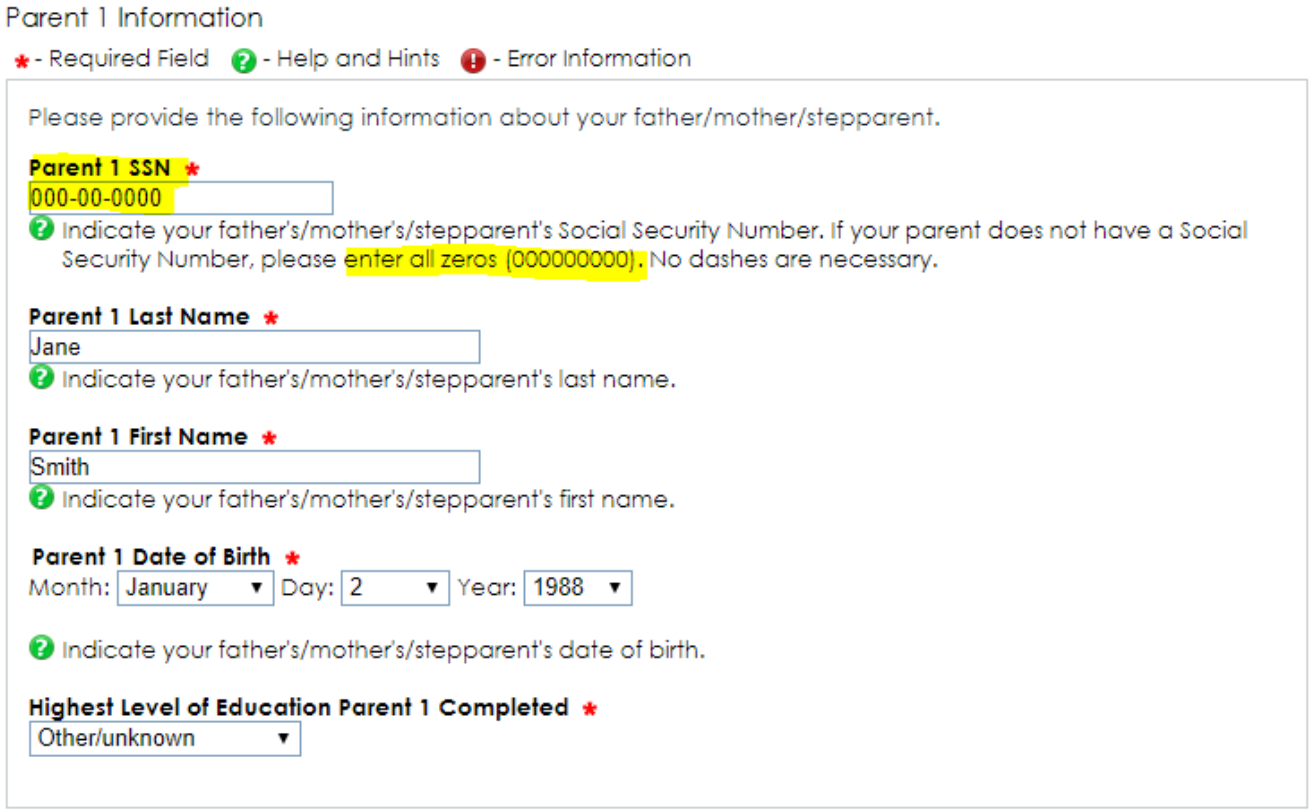


Parent Info (2 of 4) No Parent SSN

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

IMPORTANT:

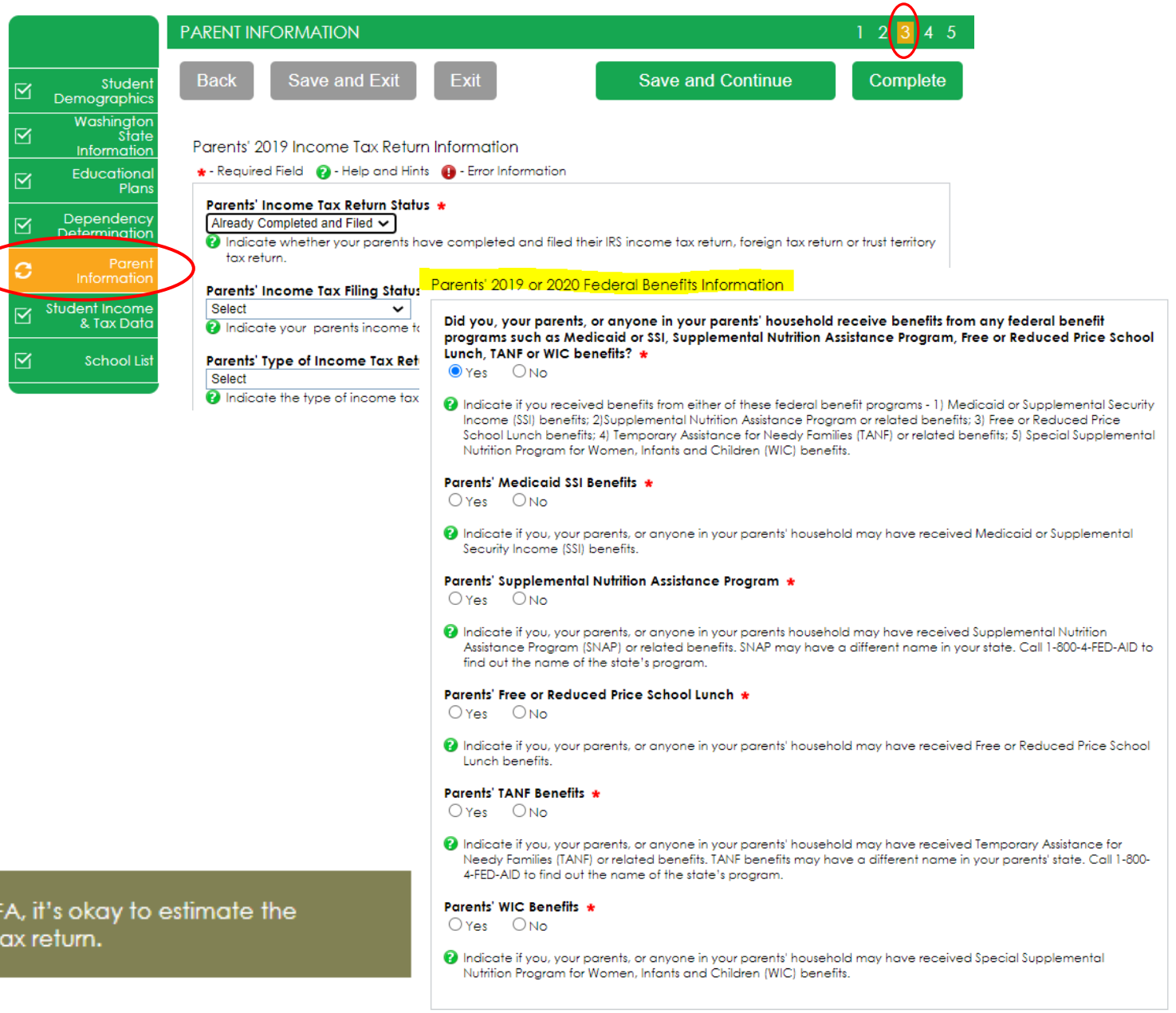
Parent/s **do not need** a Social Security Number for their child to apply for financial aid.



Parent Information (3 of 4)

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

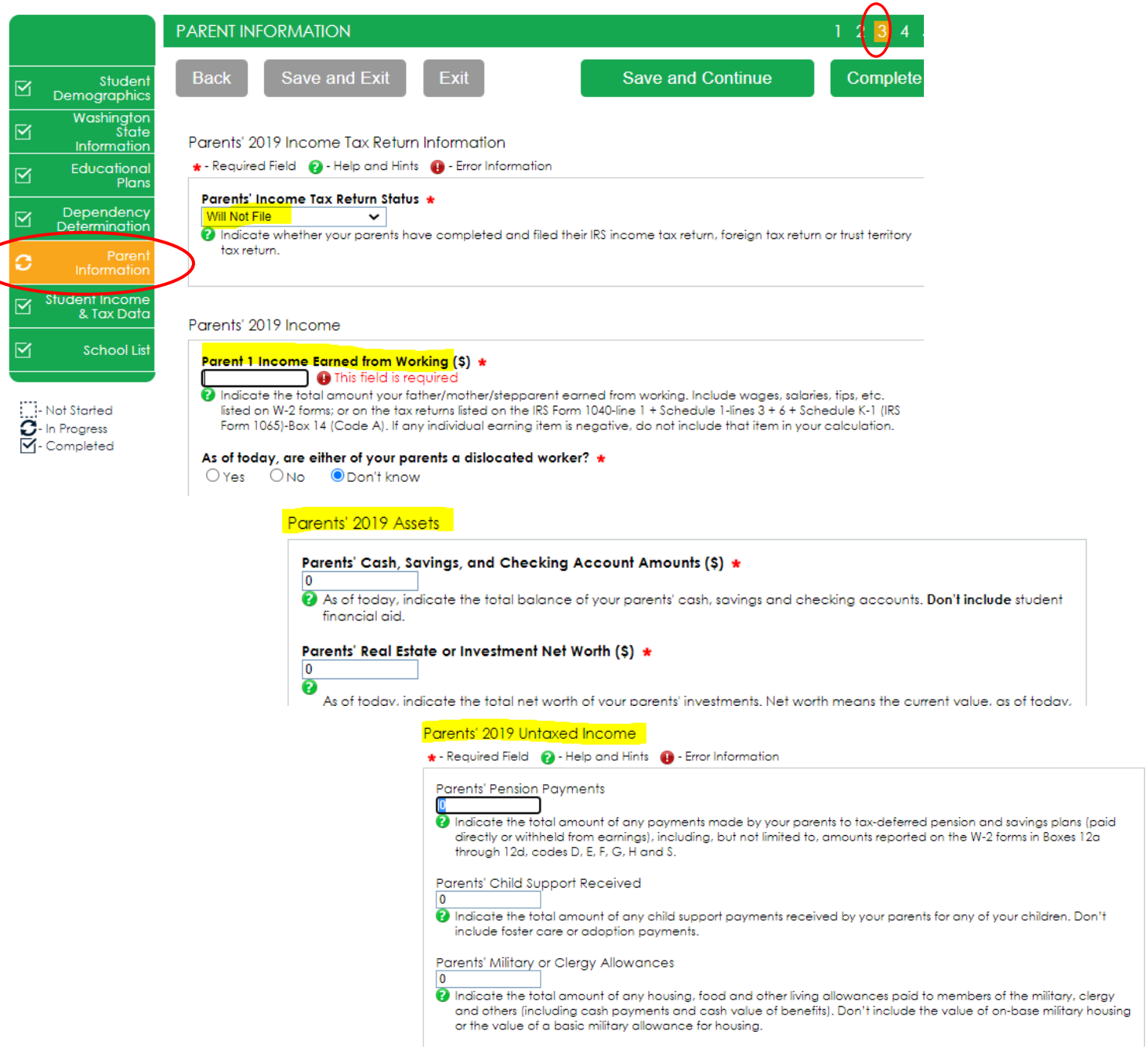
If the family receives federal benefits such as Medicaid, SSI, food assistance, free or reduced-price school lunch or any other assistance, those numbers will be captured on this page under the **Parents' 2019 or 2020** Federal Benefits Information.



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.

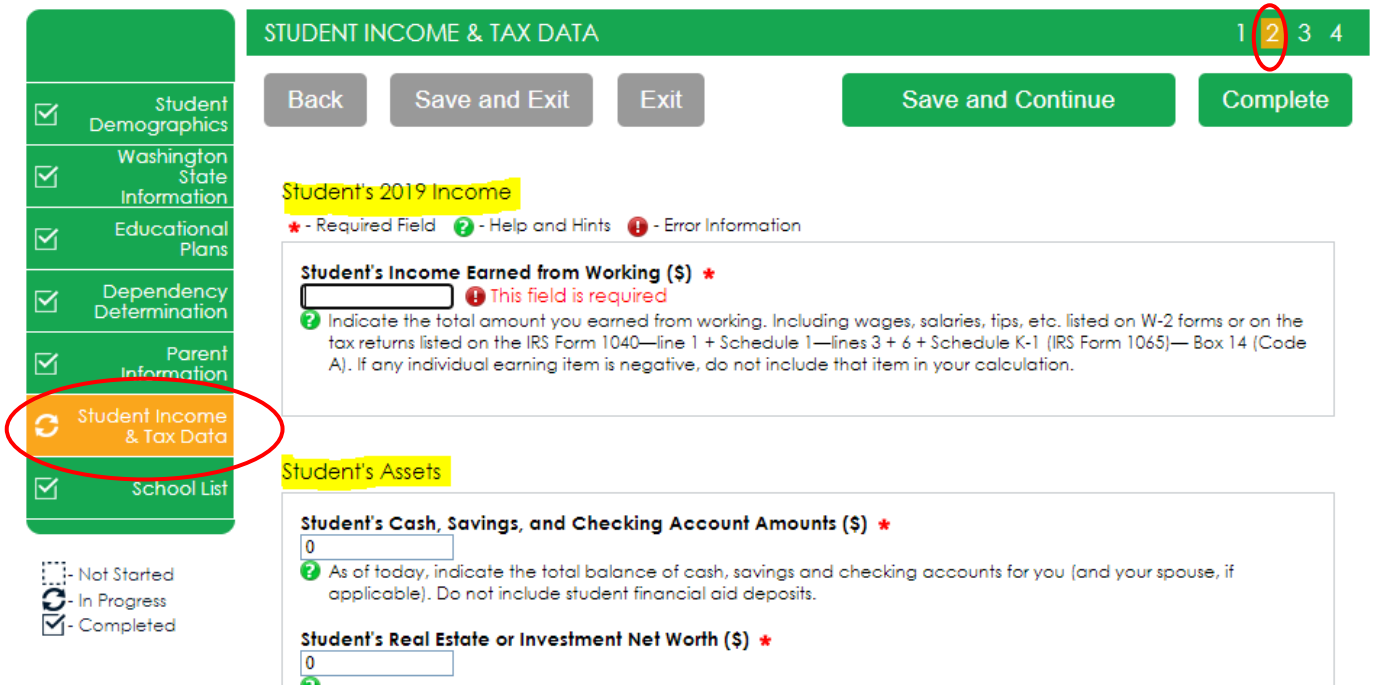
Parent Information (4 of 4)

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

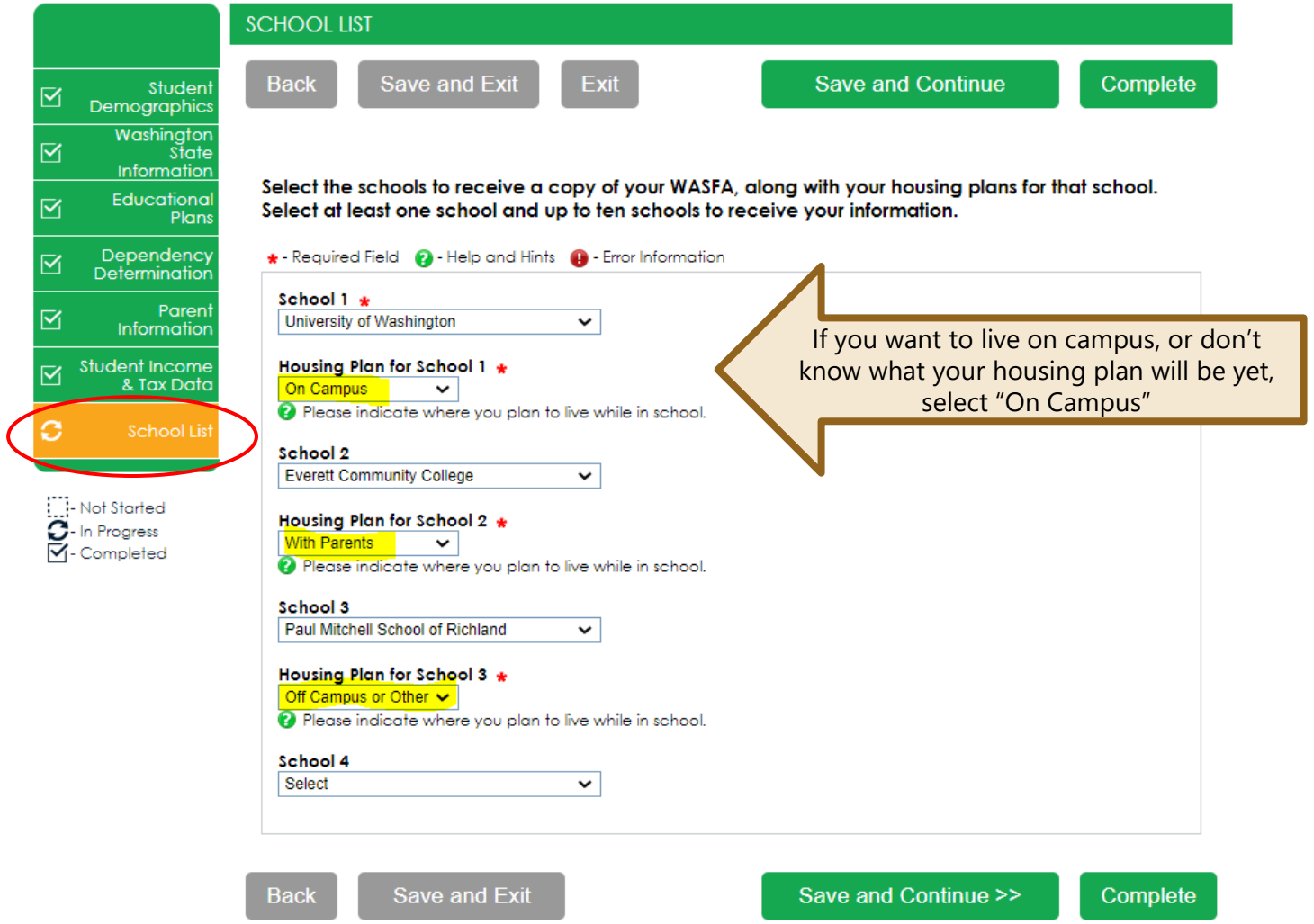
On **Student Income & Tax Data** answer all questions as they relate to only **the student**, including additional income and federal benefits. If the family receives food assistance or other assistance, those numbers will be captured in the parent section of the application.



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.

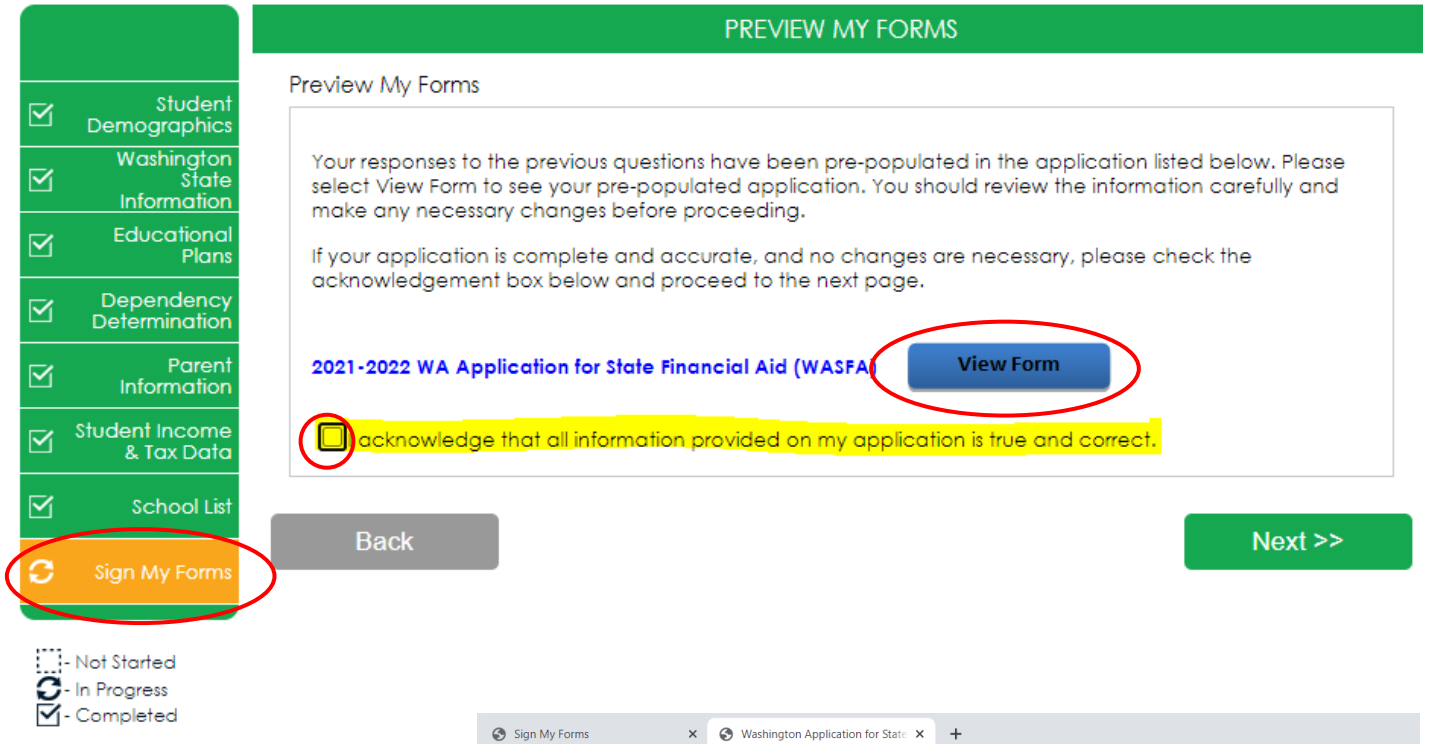
If you don't know what your housing plan will be, select "On Campus." If you change your mind later, let the financial aid office know.

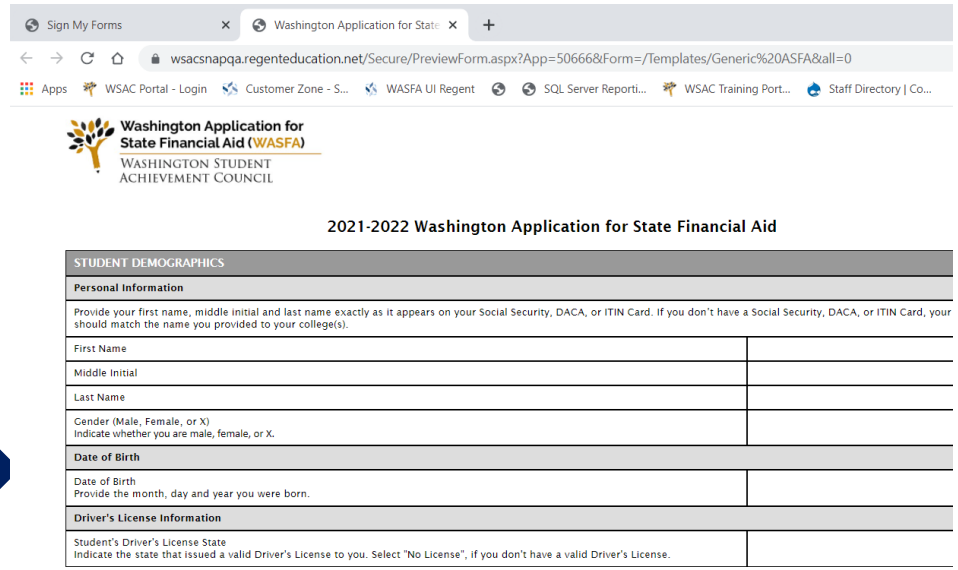


Preview Application Responses

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**.



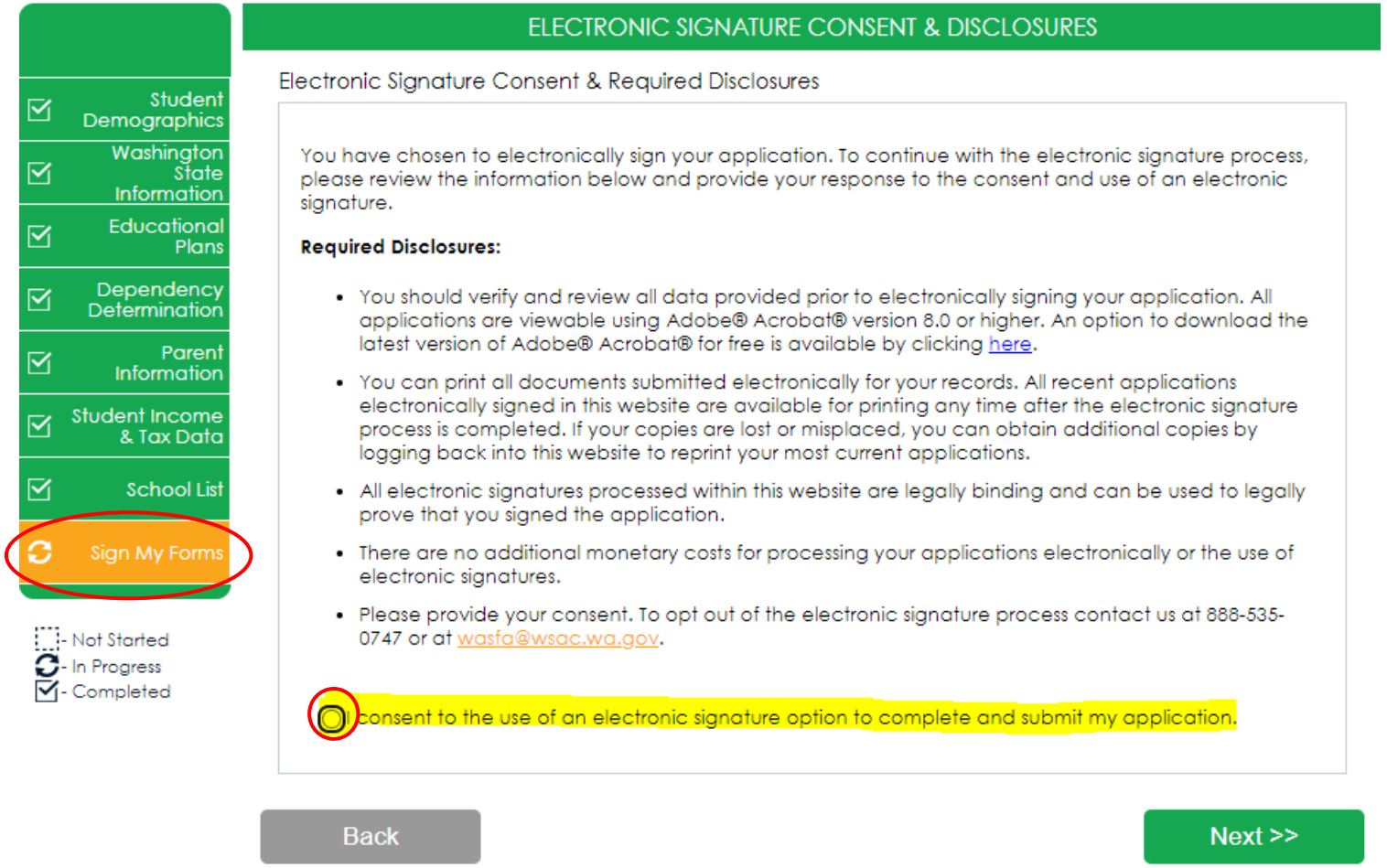


Review answers carefully and make corrections prior to signing.

Electronic Signature (1 of 3)

Sign My Forms – Electronic Signature Consent & Disclosures.

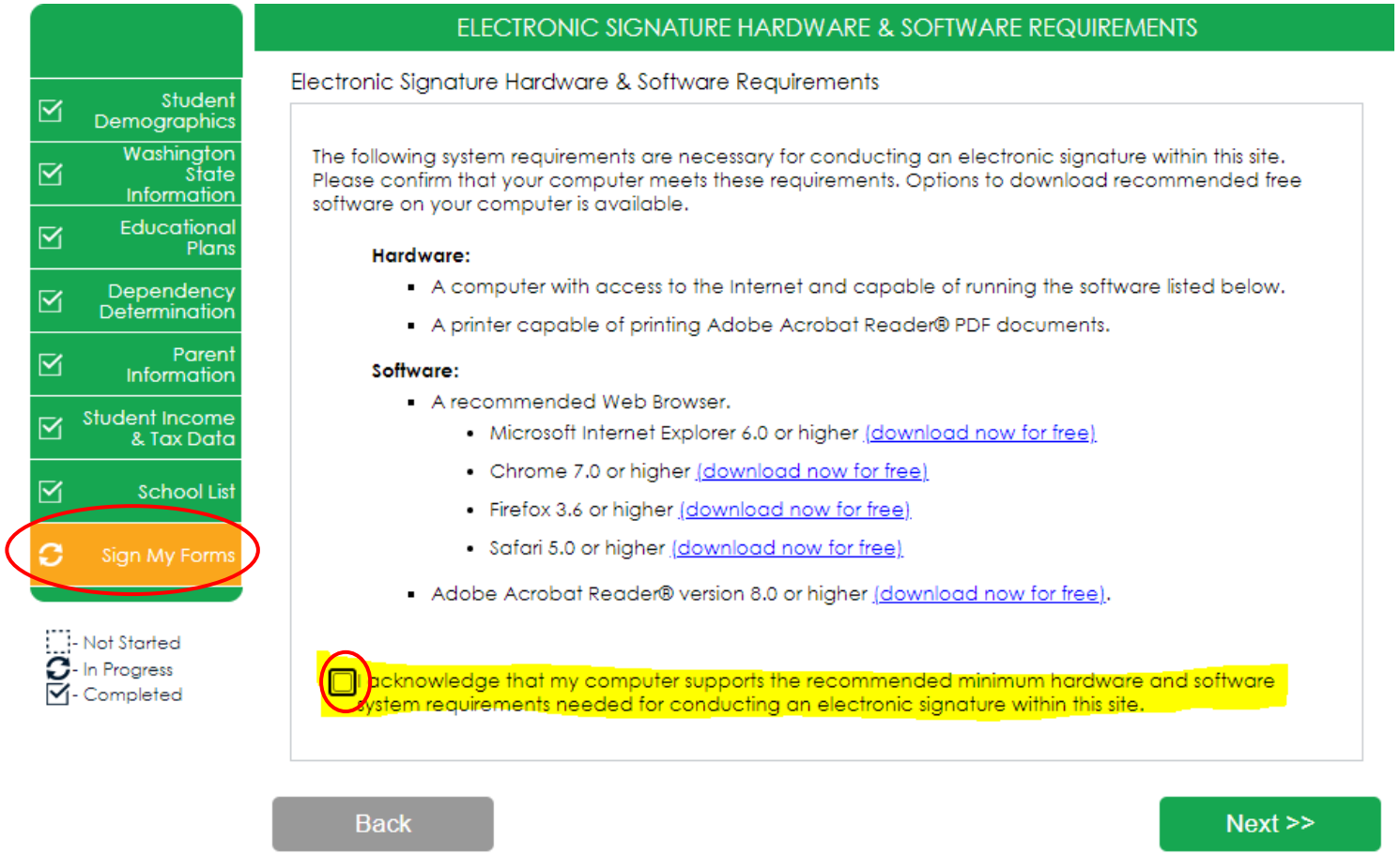
Please read disclosures and select the "*I consent to the use of an electronic signature option to complete and submit my application.*" Then click **Next**.



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**.

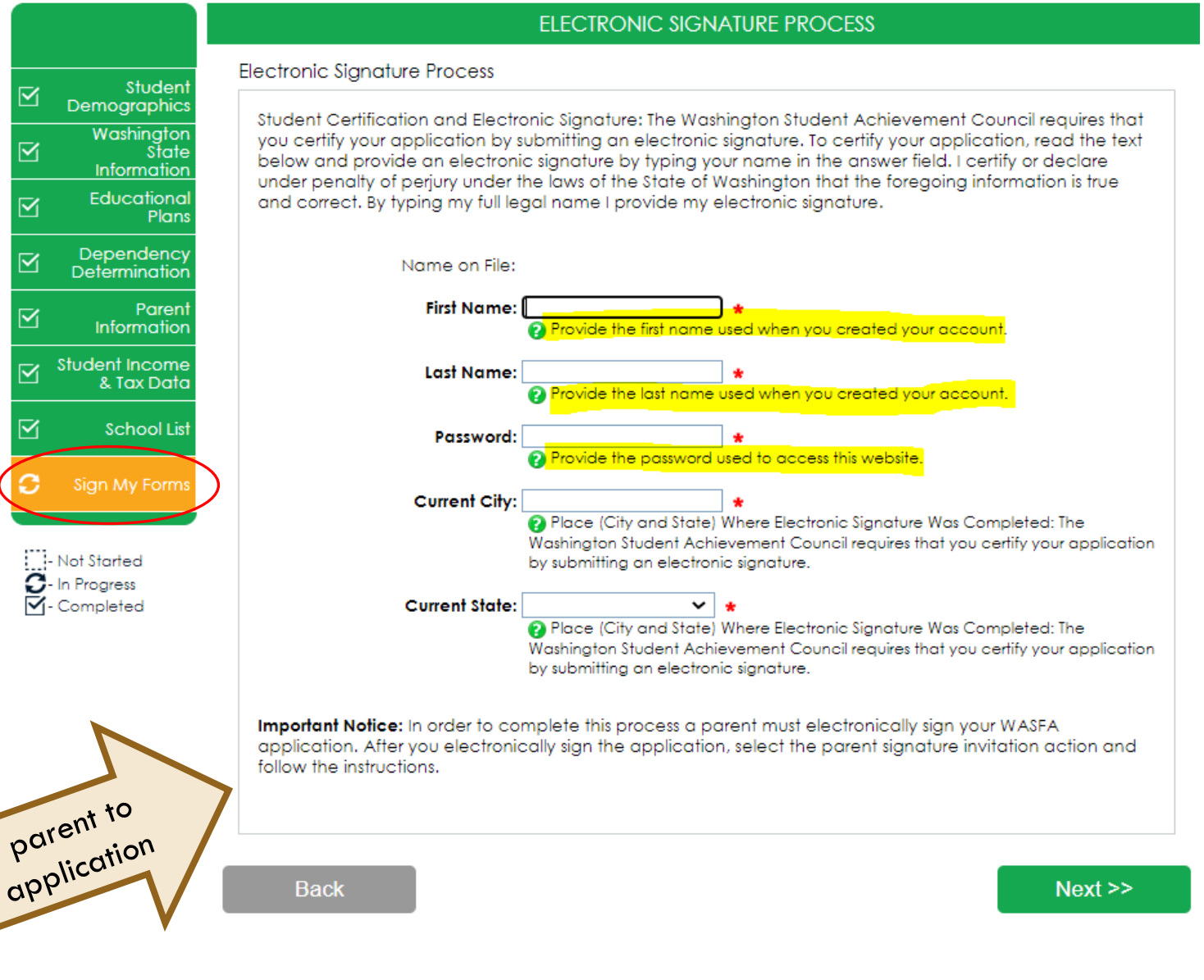


Electronic Signature (3 of 3)

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.

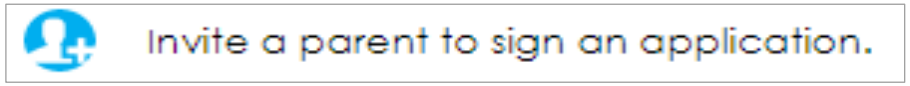
Name and password information entered must be exactly the same as when you created your student account.

Then click **Next**.

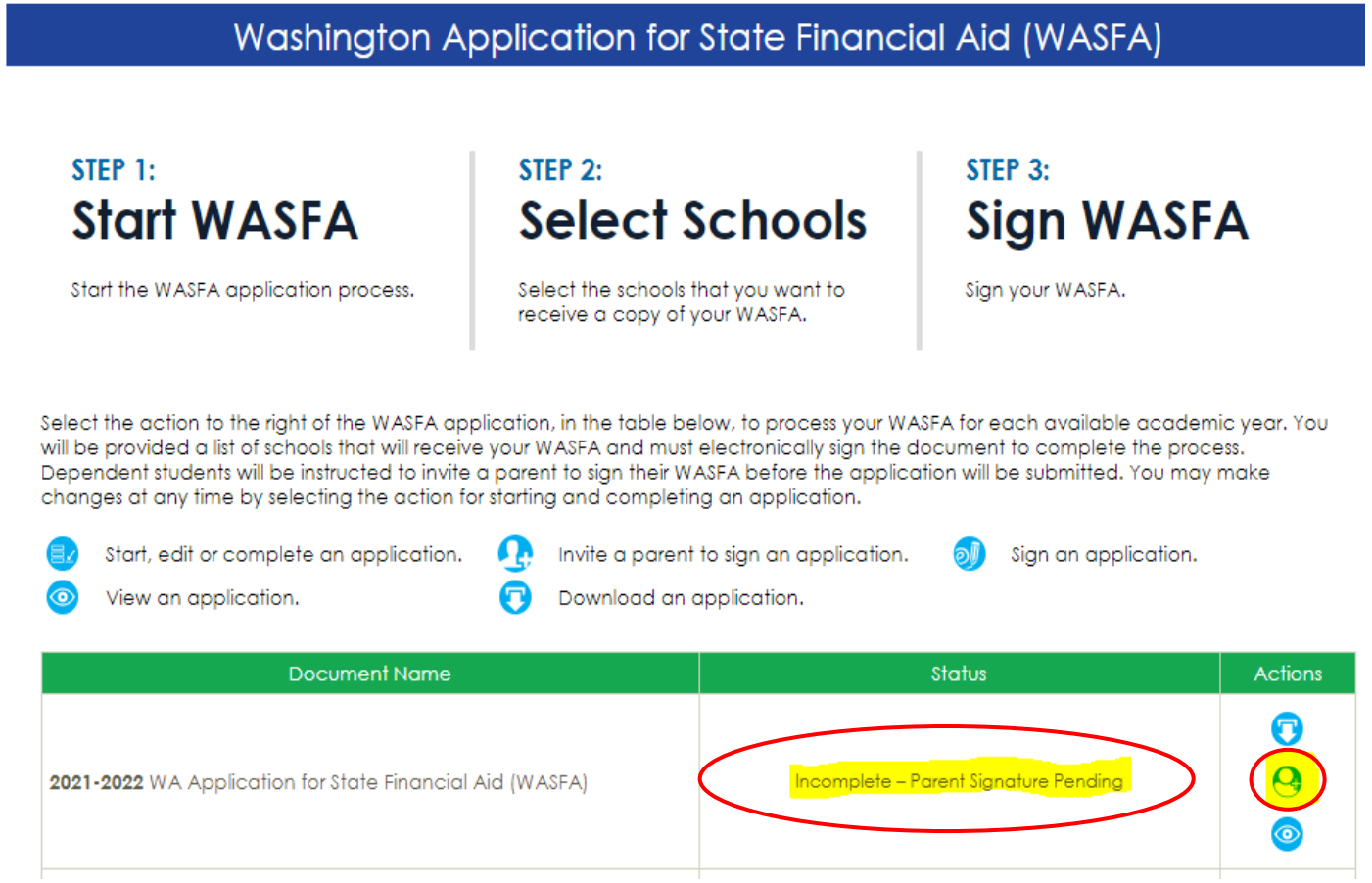


Application Complete / Incomplete

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 

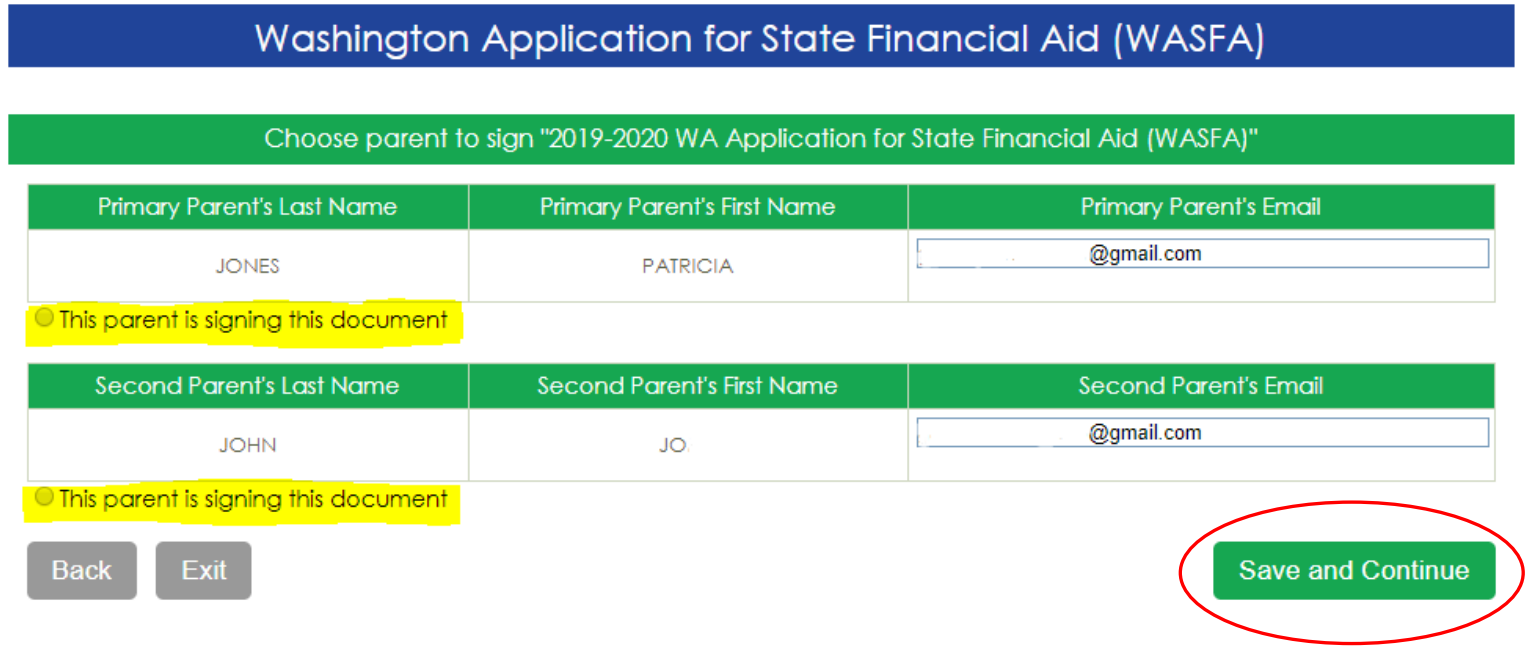
button in the Actions column that is highlighted to the right.



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.



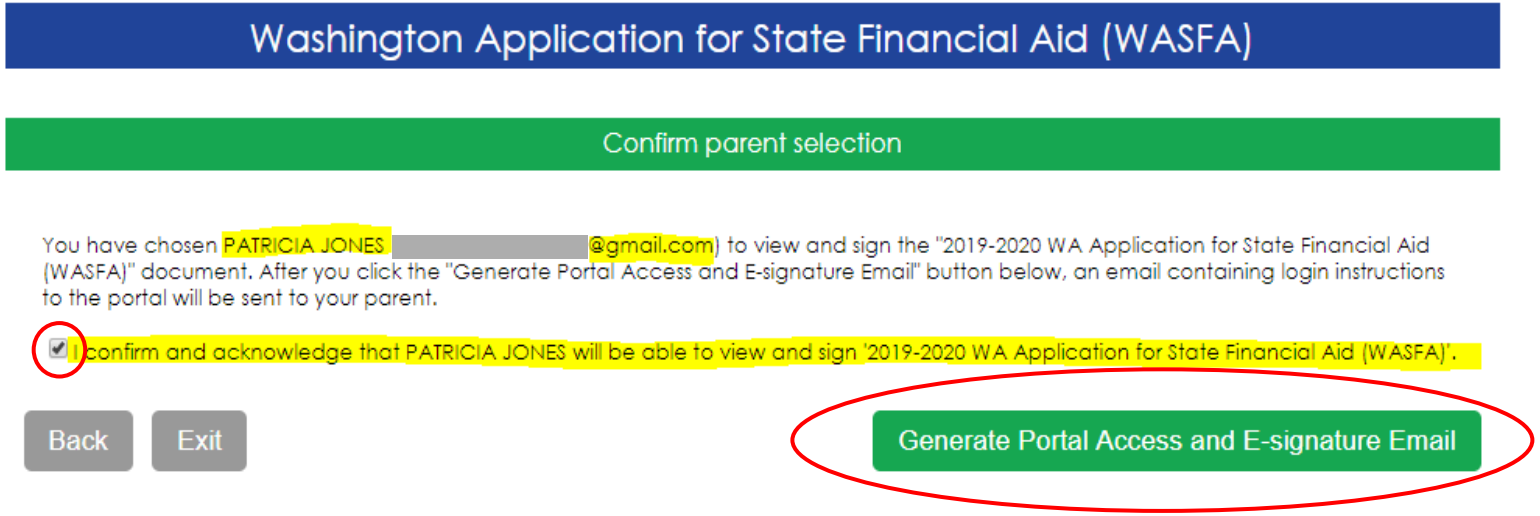
IMPORTANT:

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**.

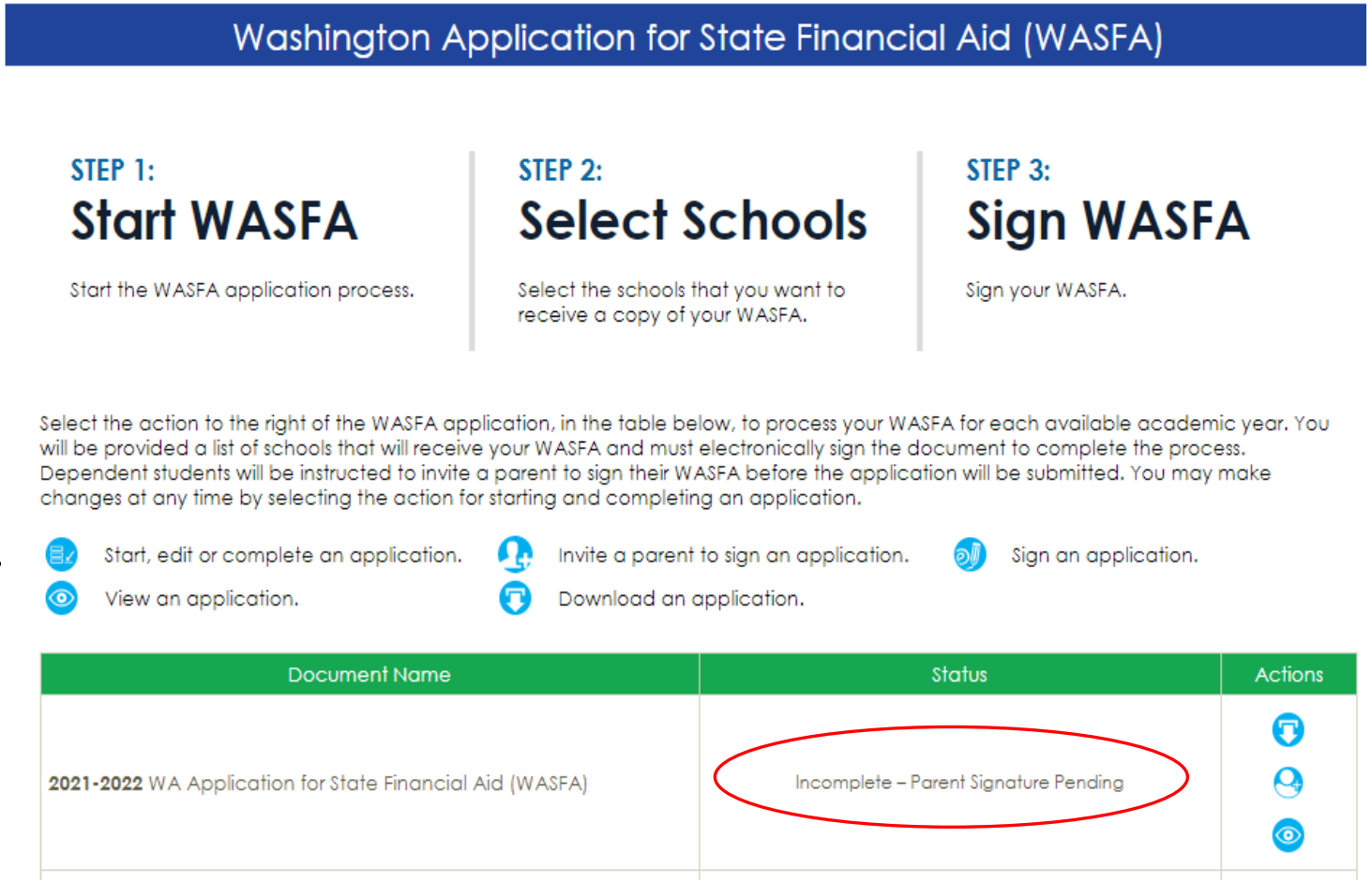


Parent Signature Process (1 of 7)

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.



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 ×

wasfa@wsac.wa.gov 3:42 PM (13 minutes ago)

to

Amy Apple has selected you to sign the **2019-2020 Washington Application for State Financial Aid (WASFA)**. Your username is @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 or 888-535-0747.

IMPORTANT:

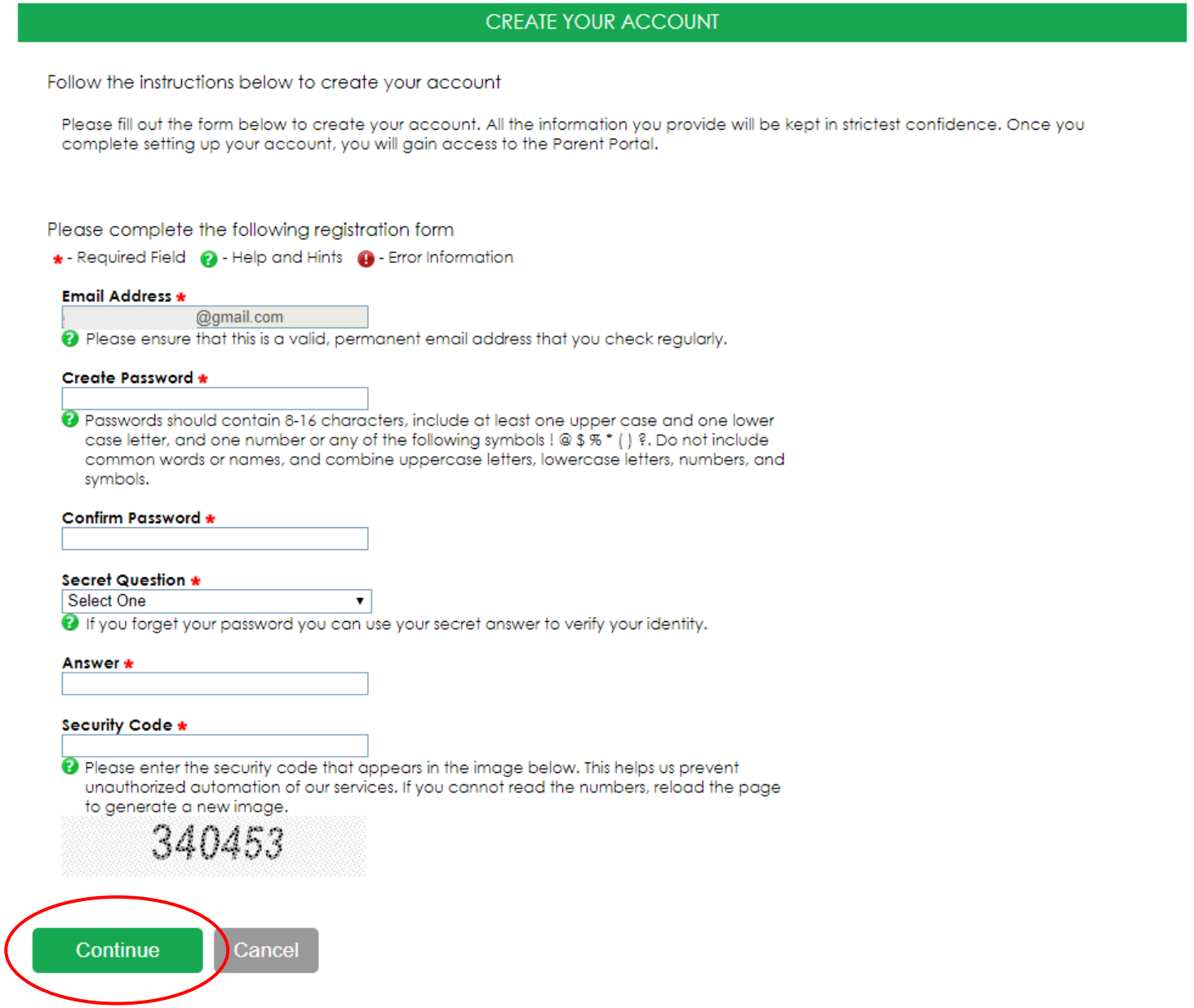
If the parent link has expired, or the parent didn't receive the email, the student needs to log in to the WASFA home page and re-invite their parent. Make sure the correct email address is entered.

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

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.

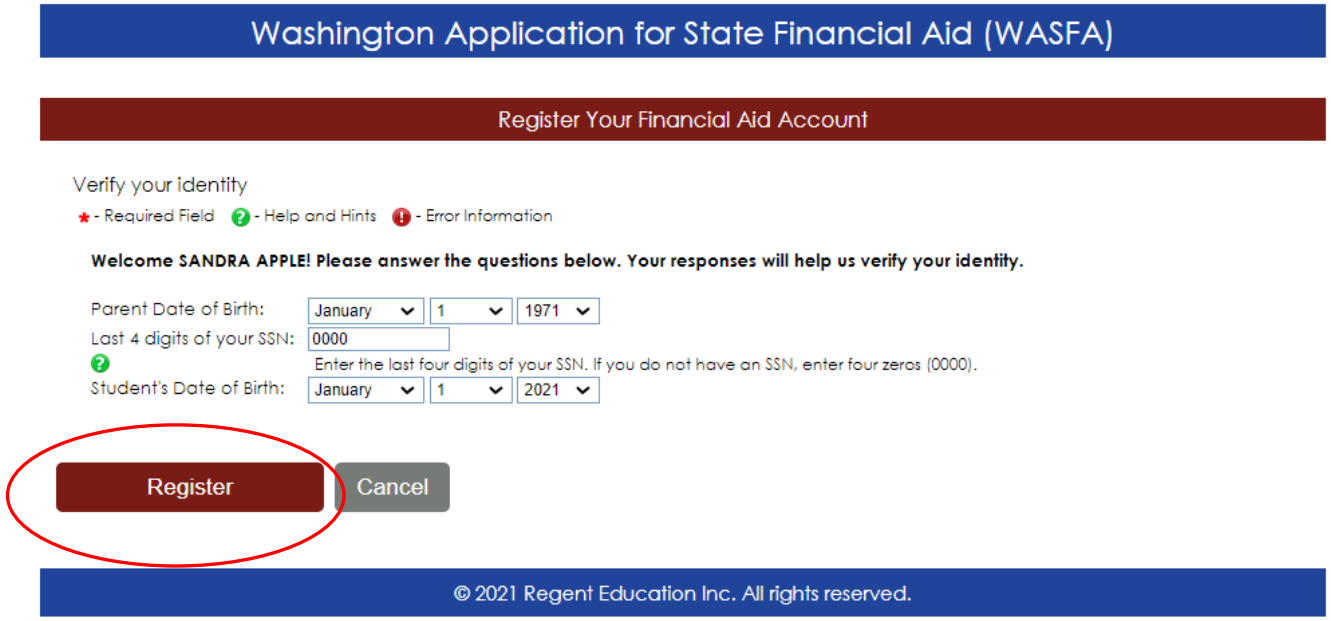
Please find a safe place to secure your password and answer to the secret question. Click on **Continue** once you have filled out all the requested information.



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**

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.

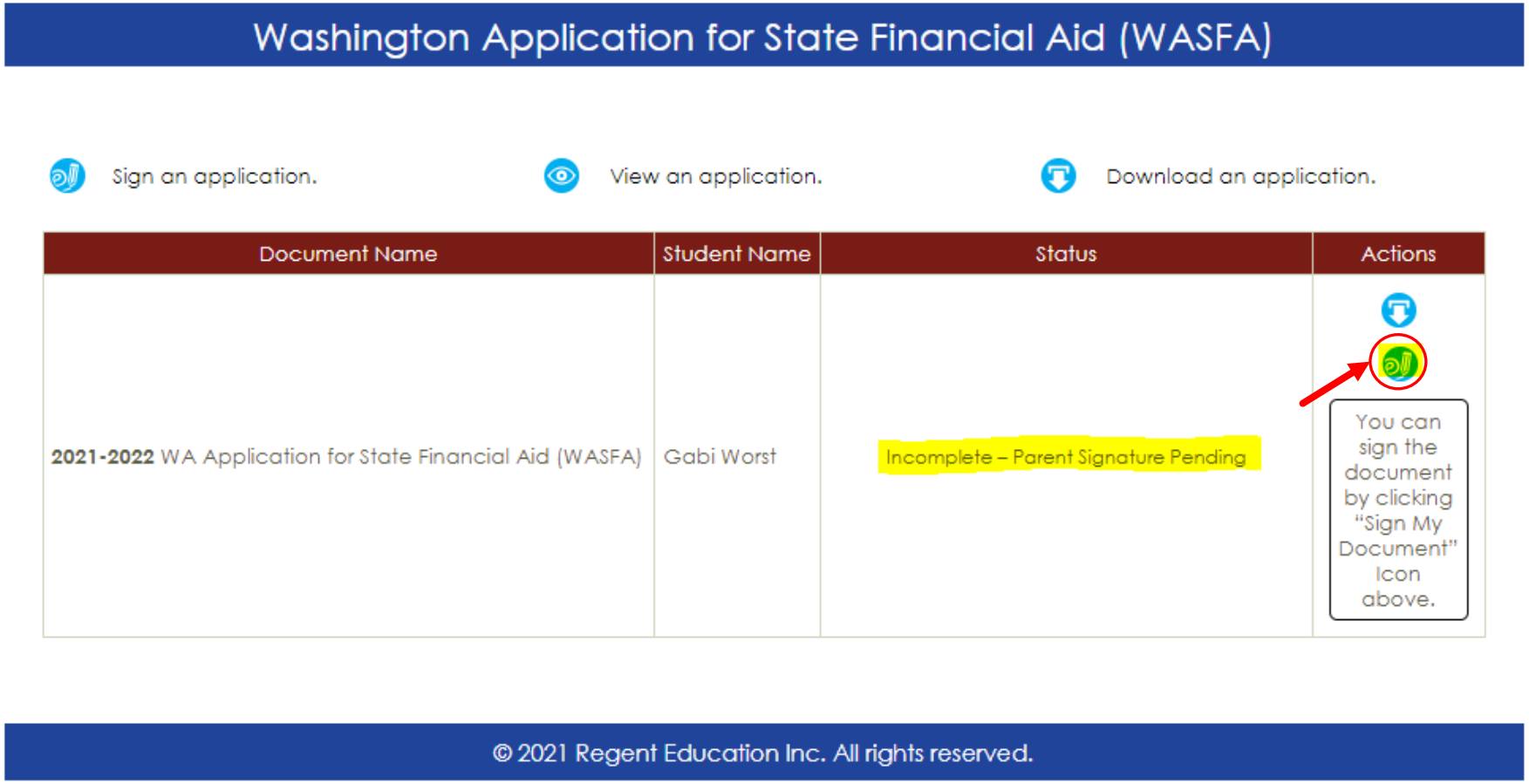


IMPORTANT:

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)

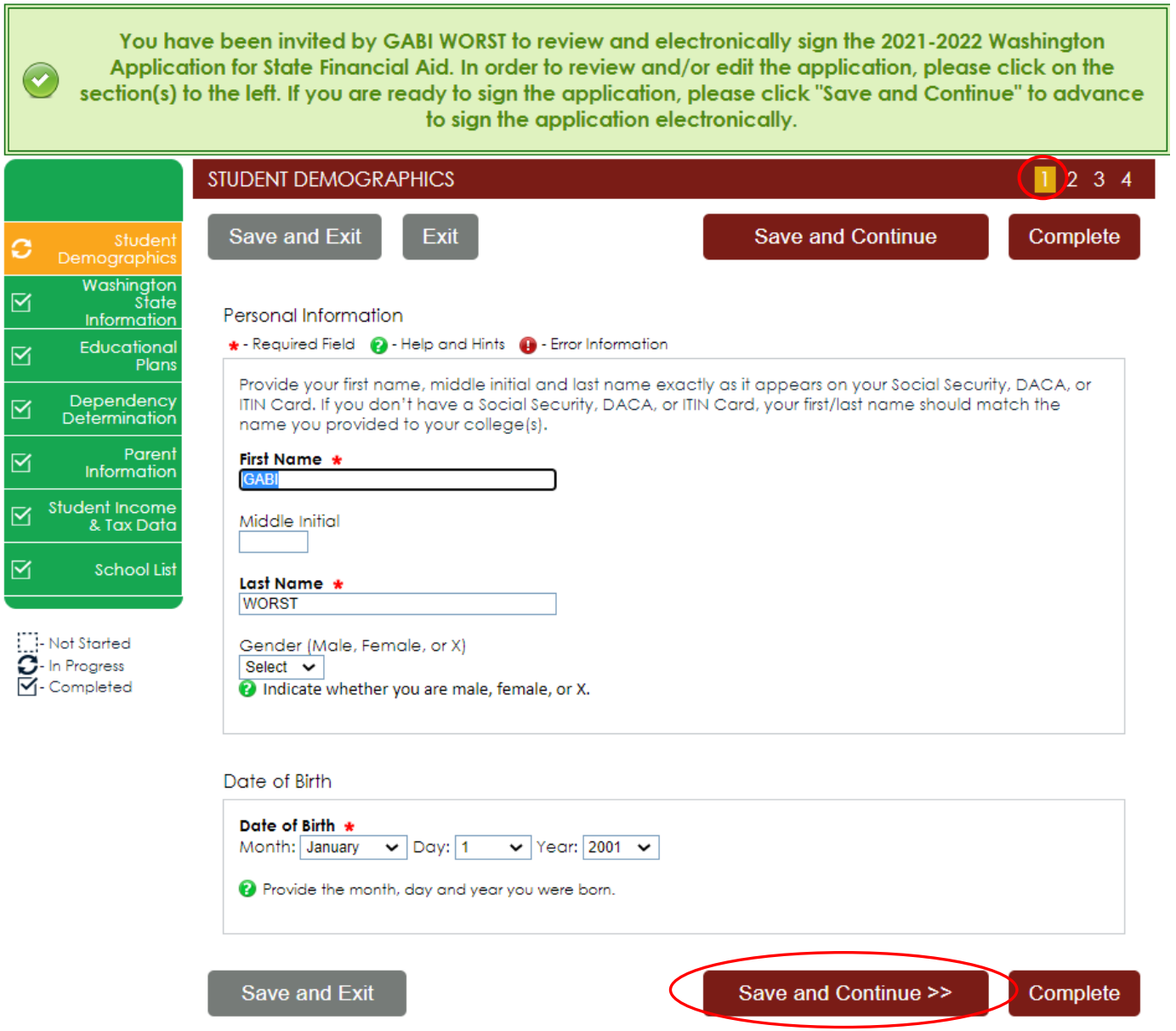
The WASFA application home page will display any applications that are pending the parent's signature. Click on the "**Sign an application**" icon to open the application.



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.

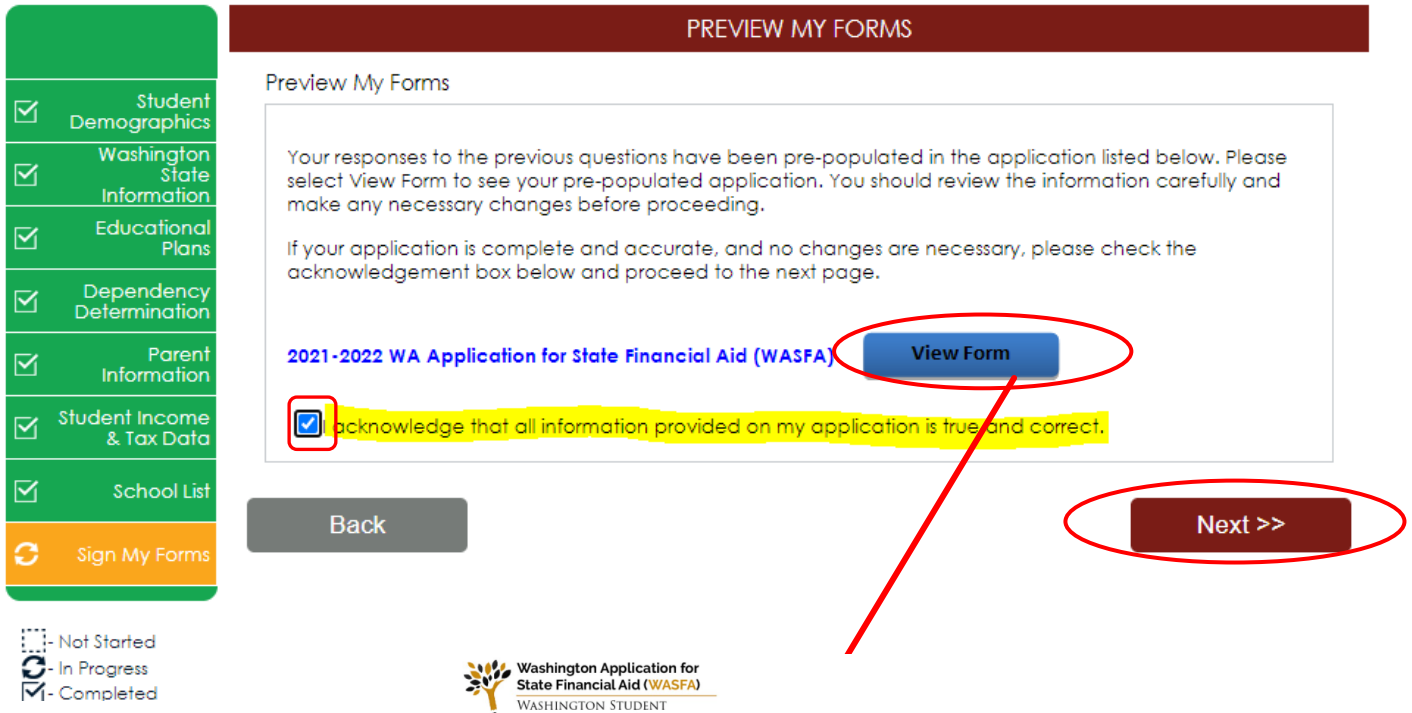


Parent Signature Process (7 of 7)

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

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.

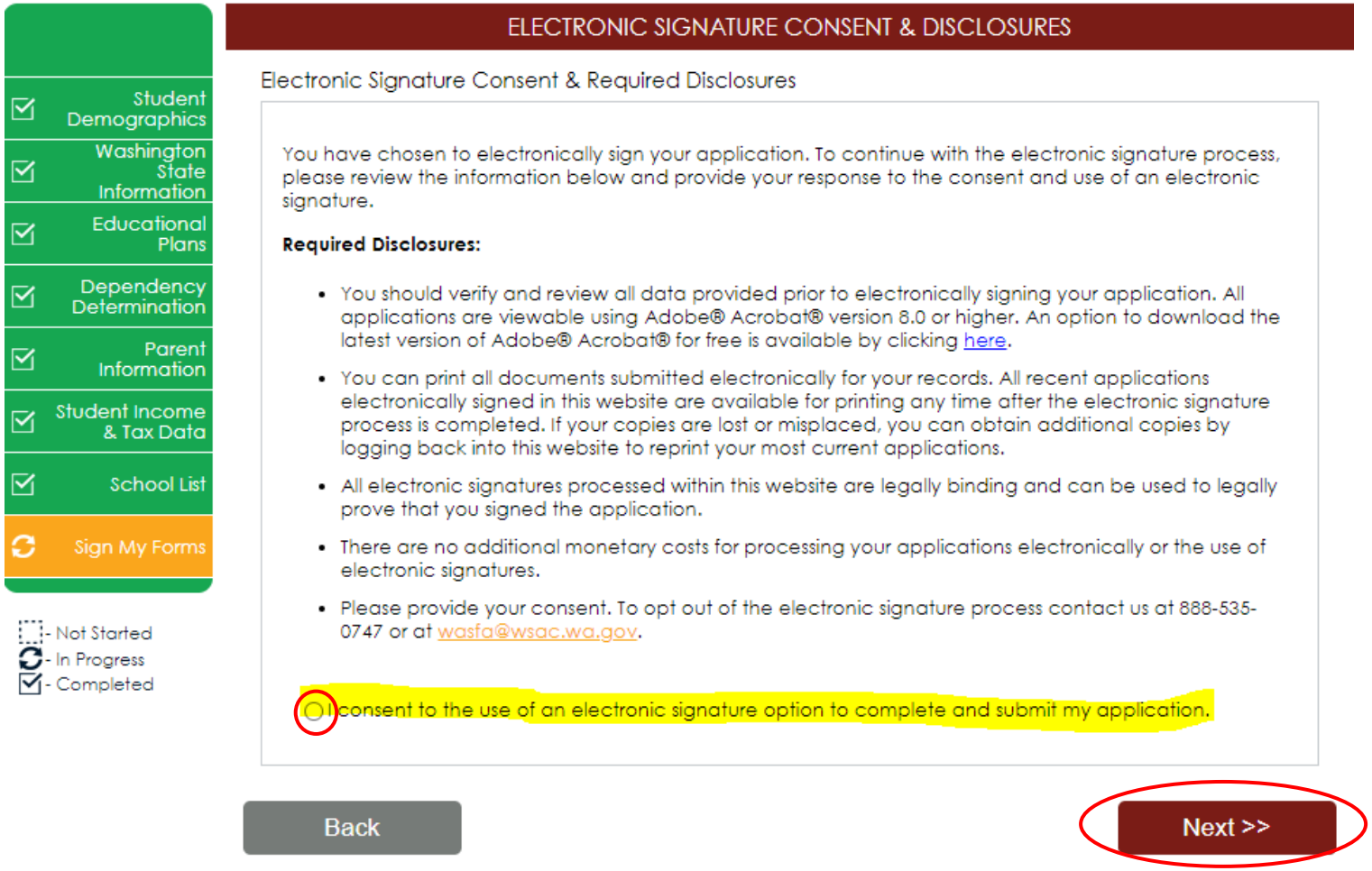
The form will open in a separate tab, once you have viewed it you can close the tab, check the box acknowledging your information is true and correct, and click on the **Next** button.



Review answers carefully and make corrections prior to signing.

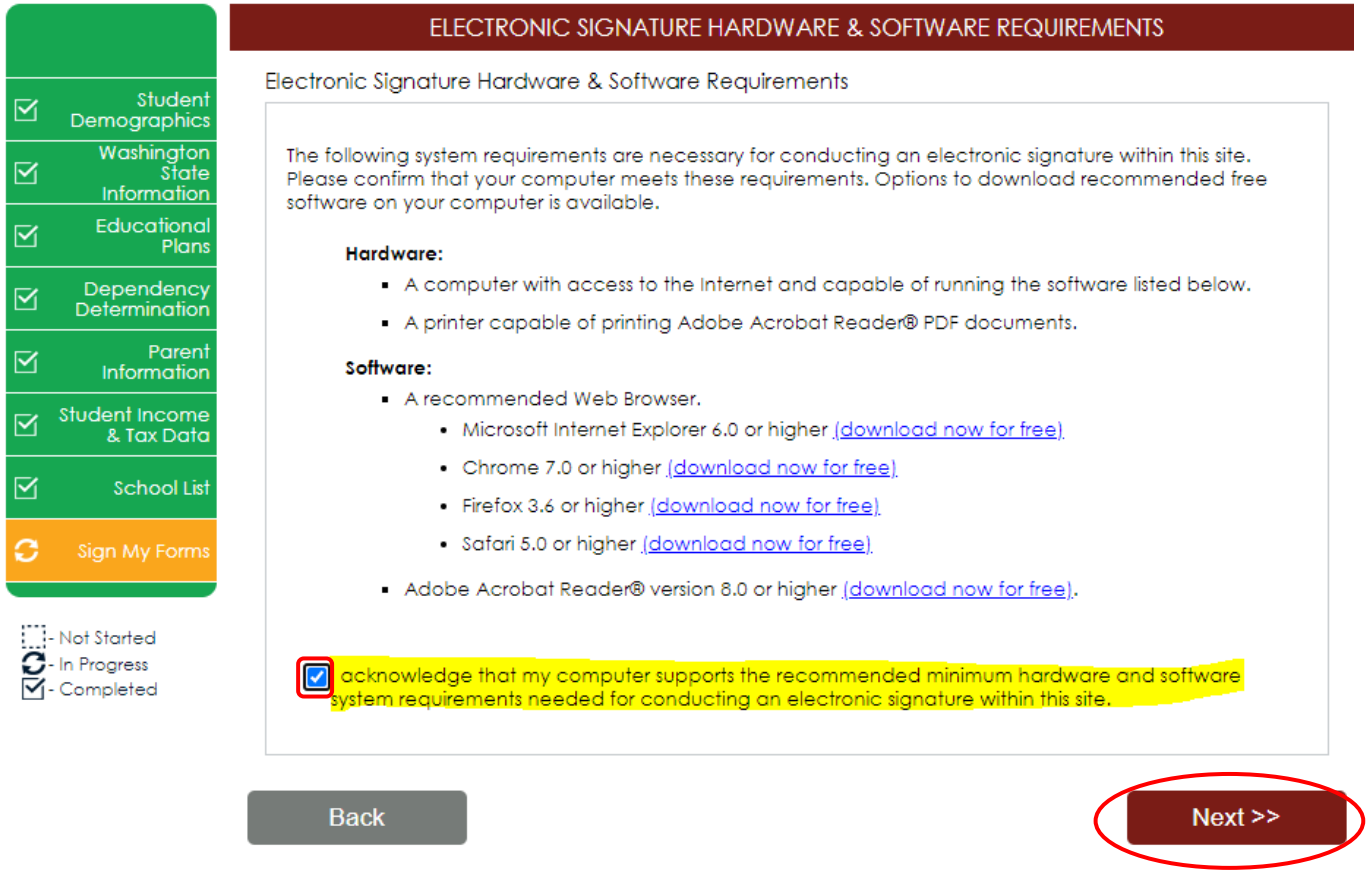
Parent Electronic Signature

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.



Parent Electronic Signature (1 of 2)

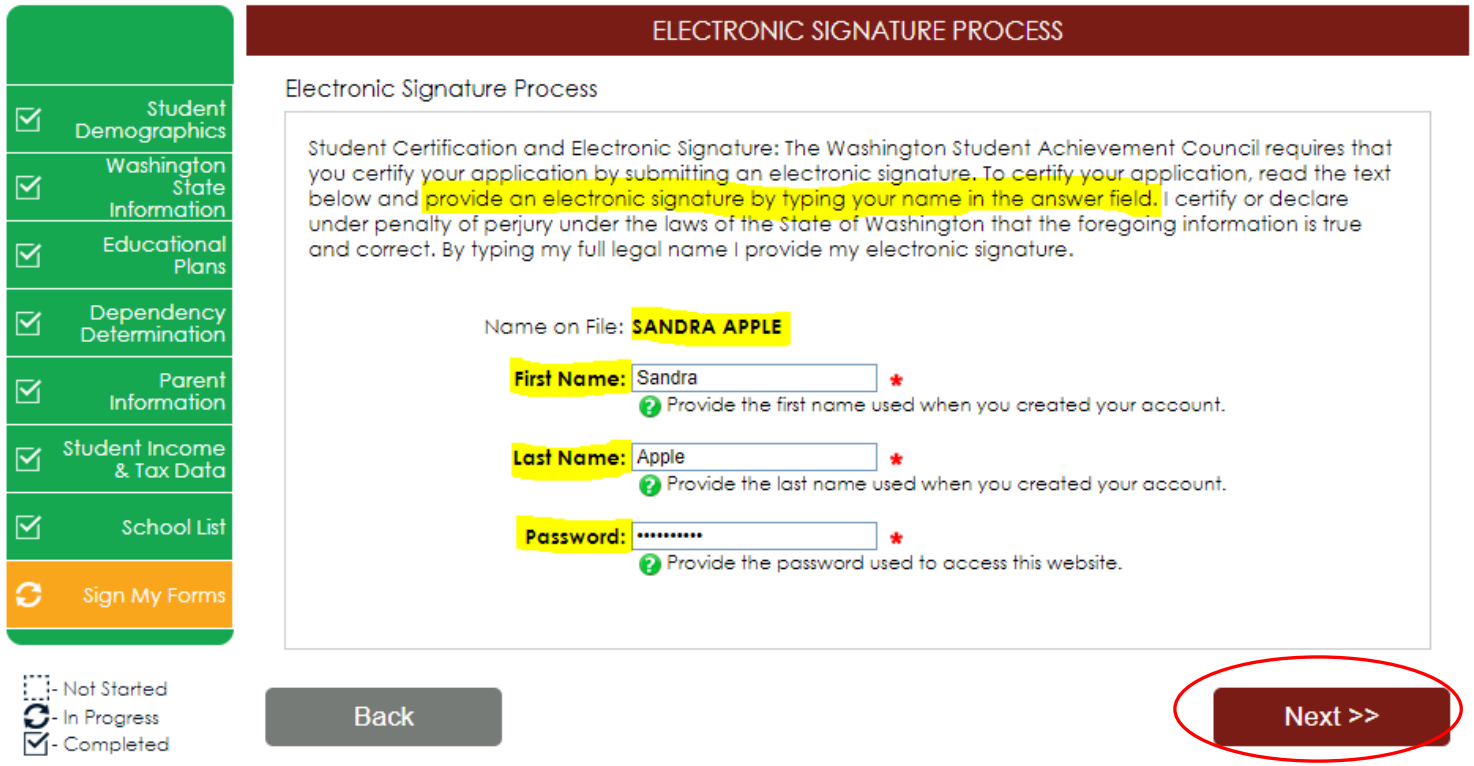
Sign My Forms – Electronic Signature Hardware & Software Requirements. Please read the system requirements and select the "*I acknowledge that my computer supports the recommended minimum hardware and software system requirements needed for conducting an electronic signature within this site.*" Then click on the **Next** button.



Parent Electronic Signature (2 of 2)

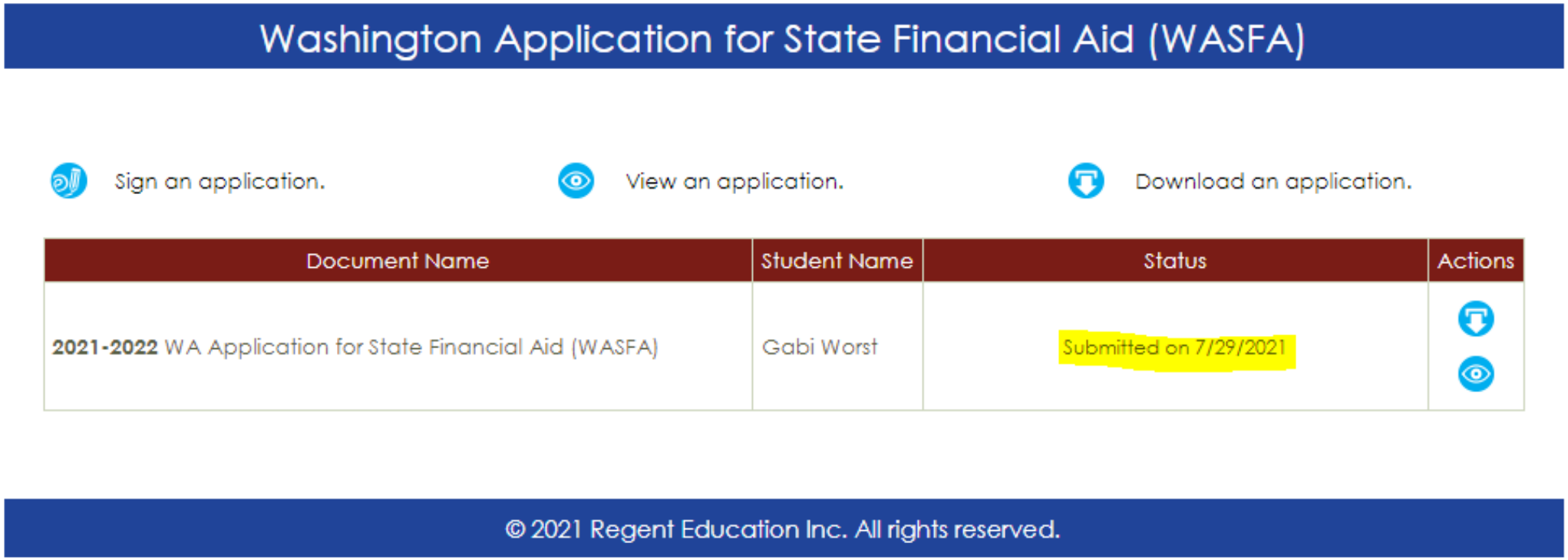
Sign My Forms – Electronic Signature Process. Please read the disclosures, which state that you are certifying the information you provided is true and correct.

Name and password information entered must be exactly the same as when you created your account. Then click on the **Next** button.



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.



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