

# How to Complete the WASFA

## Washington Application for State Financial Aid

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

Updated 10/10/2022



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

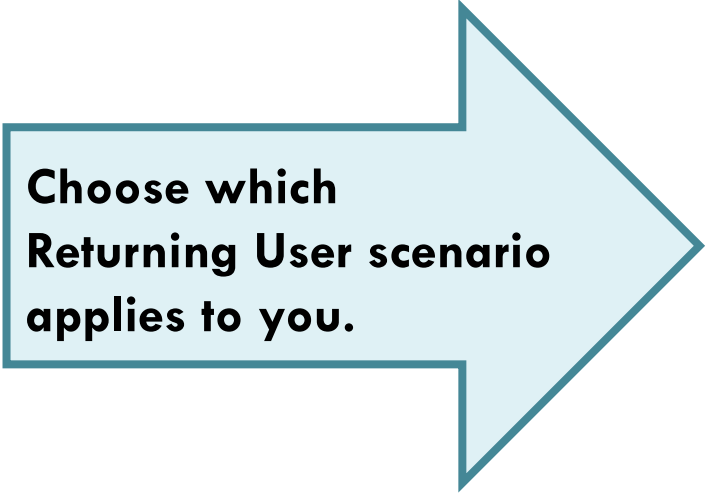
Learn More & Start a New WASFA

- 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.

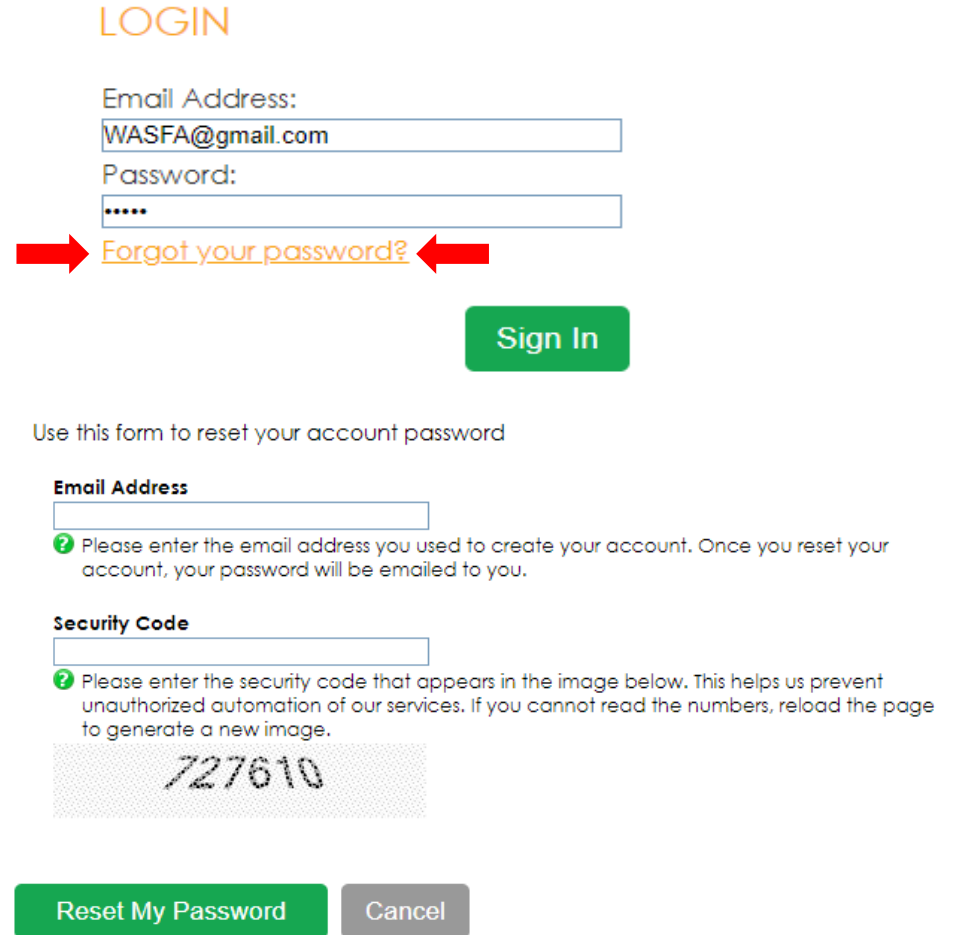
**Questions?** Contact the Washington Student Achievement Council by email at **wasfa@wsac.wa.gov**, or call 888-535-0747 and select option 2.

# 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.



The screenshot shows a web interface for logging in and resetting a password. At the top, the word "LOGIN" is displayed in orange. Below it, there are two input fields: "Email Address:" with the value "WASFA@gmail.com" and "Password:" with masked characters "\*\*\*\*". A red arrow points to a link labeled "Forgot your password?" which is also underlined in orange. To the right of this link is a green "Sign In" button. Below the login section, a heading reads "Use this form to reset your account password". This section contains two input fields: "Email Address" and "Security Code". Each field is followed by a green question mark icon and a help text paragraph. The "Security Code" field is followed by a small image showing the number "727610". At the bottom of the form are two buttons: a green "Reset My Password" button and a grey "Cancel" button.

LOGIN

Email Address:  
WASFA@gmail.com

Password:  
\*\*\*\*

[Forgot your password?](#)

Sign In

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.

727610

Reset My Password Cancel



# 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

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.

REGISTER

CANCEL

# 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

Welcome

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.



View an application.



Invite a parent to sign an application.



Download an application.




Sign an application.

Document Name	Status	Actions
2022-2023 WA Application for State Financial Aid (WASFA)	Started	
2023-2024 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 2023, you would choose the 2023-2024 application year.



Document Name	Status	Actions
2022-2023 WA Application for State Financial Aid (WASFA)	Started	
2023-2024 WA Application for State Financial Aid (WASFA)	Not 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' section of the WASFA application. On the left is a vertical sidebar with a progress indicator. The main content area shows the 'Personal Information' section, which includes fields for First Name, Middle Initial, Last Name, and Gender. Below this is the 'Date of Birth' section with dropdown menus for Month, Day, and Year. At the bottom, there are three buttons: 'Save and Exit', 'Save and Continue >>' (highlighted with a red circle), and 'Complete'. The sidebar indicates that 'Student Demographics' is the current step, while others are 'Not Started'.

**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

**Progress Indicator:**

- Not Started
- In Progress
- Completed

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)

# 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

Not Started  
In Progress  
Completed

# 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 with a progress indicator: '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), and 'School List' (Not Started). The main content area is titled 'Student's Family Information' and includes a legend: '\*' - Required Field, '?' - Help and Hints, and '!' - Error Information. The first section, 'Student's Marital Status', has a dropdown menu set to 'Select' and a note: 'Provide your marital status as of today.' Below this is a definition of a separated couple and a note about living together. The second section, 'Student's Household Number of Family Members', has a dropdown set to '1' and a note: 'Indicate the number of people in your household. Include all of the following if applicable:' followed by a bulleted list: 'Yourself (and your spouse)', 'Your children if you will provide more than half of their support between July 1, 2021 and June 30, 2022, and', 'Other people if they now live with you and you provide more than half of their support and you will continue to provide more than half of their support between July 1, 2021 and June 30, 2022.', and 'Do not include your parents or siblings unless you are providing more than half of their support and they live with you.' The third section, 'Student's Household Number in College', has a dropdown set to '1' and a note: 'Indicate the number of people in your (and, if applicable, your spouse's) household who will be college students between July 1, 2021 and June 30, 2022. Always count yourself as a college student. 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. Do not include your parents or siblings unless you are providing more than half of their support, they live with you, and they meet the college enrollment requirements.' Navigation buttons at the top include 'Back', 'Save and Exit', 'Exit', 'Save and Continue', and 'Complete'. The page number '4' is circled in the top right corner.



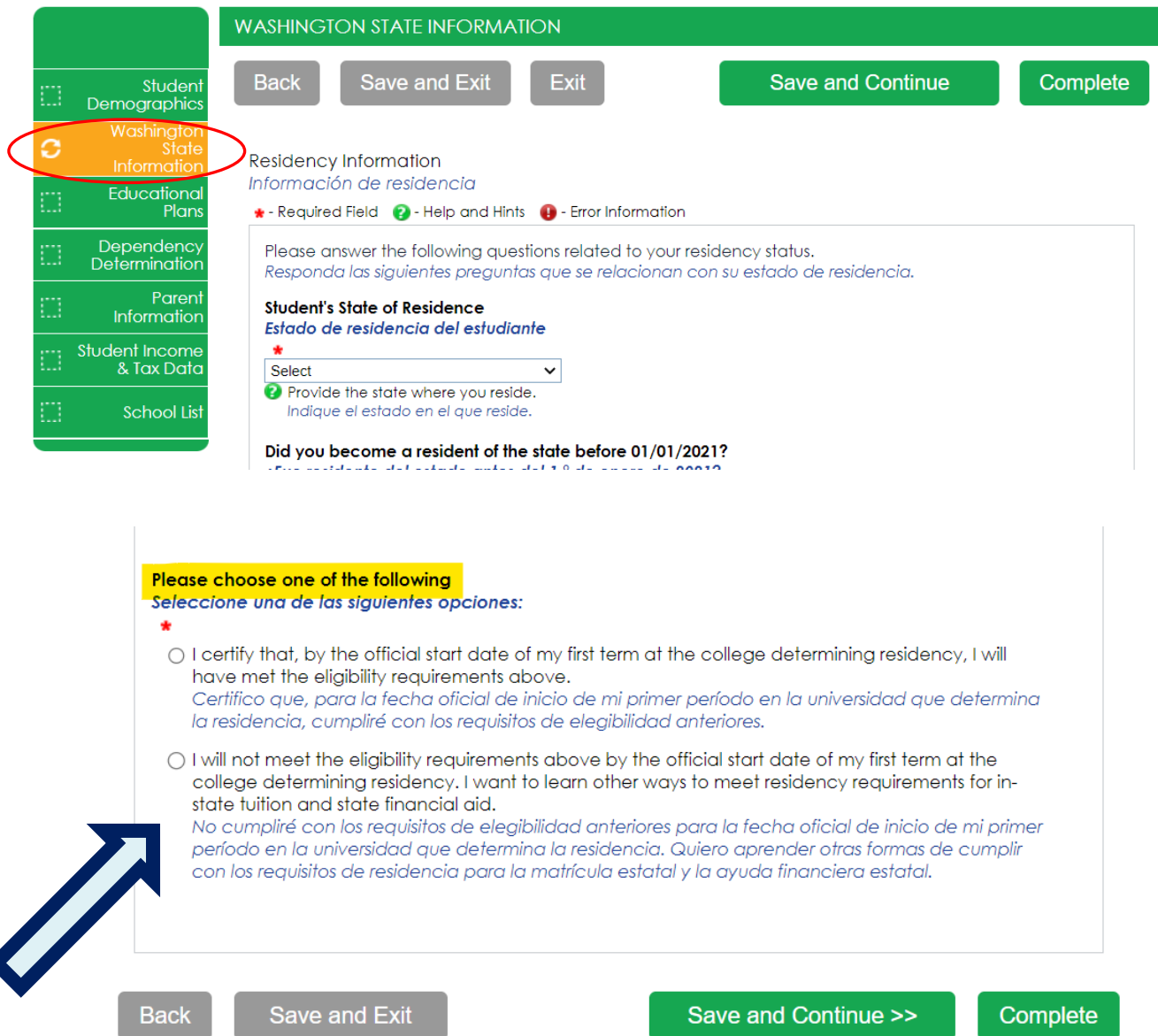
# New Residency Information

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. (Sample affidavit on next page)

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



WASHINGTON STATE INFORMATION

Back Save and Exit Exit Save and Continue Complete

Residency Information  
Información de residencia

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

Please answer the following questions related to your residency status.  
*Responda las siguientes preguntas que se relacionan con su estado de residencia.*

**Student's State of Residence**  
*Estado de residencia del estudiante*

★  
Select  
? Provide the state where you reside.  
*Indique el estado en el que reside.*

**Did you become a resident of the state before 01/01/2021?**  
*¿Se convirtió del estado antes del 1º de enero de 2021?*

**Please choose one of the following**  
*Seleccione una de las siguientes opciones:*

★

☐ 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.  
*Certifico que, para la fecha oficial de inicio de mi primer período en la universidad que determina la residencia, cumpliré con los requisitos de elegibilidad anteriores.*

☐ 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.  
*No cumpliré con los requisitos de elegibilidad anteriores para la fecha oficial de inicio de mi primer período en la universidad que determina la residencia. Quiero aprender otras formas de cumplir con los requisitos de residencia para la matrícula estatal y la ayuda financiera estatal.*

Back Save and Exit Save and Continue >> Complete

# Residency Affidavit Update

**NEW REQUIREMENT AS OF  
6/9/22: The Washington  
residence must be for  
purposes other than college.  
reasons.**



## WA State Higher Education Residency Affidavit

*Declaración jurada de residencia de enseñanza superior del estado de WA*

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

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

# Residency Information

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

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

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

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

## 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

2 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

# 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 Information (2 of 4) – No Parent SSN

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

## IMPORTANT:

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

### Parent 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 \*

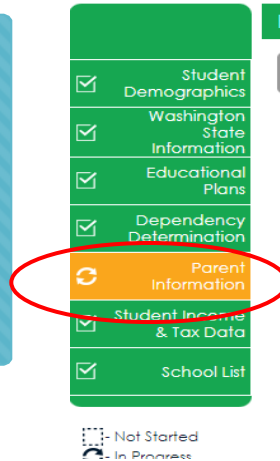
Month: January Day: 2 Year: 1988

? 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' 2020 or 2021 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** 1 2 **3** 4 5

Back Save and Exit Exit Save and Continue Complete

**Parents' 2021 Income Tax Return Information**  
Información de la declaración de ingresos de los padres en el 2021

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

**Parents' Income Tax Return Status**  
Estado de la declaración de ingresos

\*  
Select  
? Indicate whether your parents have a tax return.  
Indique si sus padres completaron o no la declaración de ingresos.

**Parents' Income Tax Filing Status**  
Estado de presentación de la declaración

\*  
Select  
? Indicate your parents' income tax filing status.

**Parents' 2021 or 2022 Federal Benefits Information**  
Información de los beneficios federales de los padres en el 2021 o 2022

**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.

Indique si recibieron beneficios de alguno de estos programas federales de beneficios: 1) beneficios de Medicaid o Seguridad de Ingreso Suplementario (SSI); 2) beneficios del Programa de Asistencia Nutricional Suplementaria o beneficios relacionados; 3) beneficios de Almuerzo escolar gratuito o a precio reducido; 4) beneficios del programa de Asistencia Temporal para Familias Necesitadas (TANF) o beneficios relacionados; 5) beneficios del Programa de Asistencia Nutricional Suplementaria para Mujeres, Bebés y Niños (WIC).

**Parents' Medicaid SSI Benefits**  
Beneficios de Medicaid o SSI de los padres

\*  
☐ Yes ☐ No

? Indicate if you, your parents, or anyone in your parents' household may have received Medicaid or Supplemental Security Income (SSI) benefits.  
Indique si usted, sus padres o algún familiar de sus padres pueden haber recibido los beneficios de Medicaid o de Seguridad de Ingreso Suplementario (SSI).

**Parents' Supplemental Nutrition Assistance Program**  
Programa de Asistencia Nutricional Suplementaria de los padres

\*  
☐ 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.  
Indique si usted, sus padres o cualquiera de las personas que componen el hogar de sus padres han recibido beneficios del Programa de Asistencia Nutricional Suplementaria (SNAP) o beneficios relacionados. El programa SNAP puede tener otro nombre en su estado. Llame al 1-800-4-FED-AID para averiguar el nombre del programa en su estado.

**Parents' Free or Reduced Price School Lunch**  
Almuerzo escolar gratuito o a precio reducido de los padres

\*  
☐ Yes ☐ No



# 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.

PARENT INFORMATION		1	2	<b>3</b>	4	5
<input checked="" type="checkbox"/> Student Demographics	<input type="button" value="Back"/>	<input type="button" value="Save and Exit"/>		<input type="button" value="Exit"/>		<input type="button" value="Save and Continue"/>
<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 type="checkbox"/> - Not Started <input checked="" type="checkbox"/> - In Progress <input checked="" type="checkbox"/> - Completed						
<b>Parents' 2021 Income Tax Return Information</b> <i>Información de la declaración de ingresos de los padres en el 2021</i>						
* - Required Field   ? - Help and Hints   ! - Error Information						
<b>Parents' Income Tax Return Status</b> <i>Estado de la declaración de ingresos de los padres</i>						
* Will Not File ▼ ? Indicate whether your parents have completed and filed their IRS income tax return, foreign tax return or trust territory tax return. <i>Indique si sus padres completaron o presentaron su declaración de ingresos ante el IRS, la declaración de impuestos del extranjero o la declaración de ingresos del territorio de fideicomiso.</i>						
<b>Parents' 2021 Income</b> <i>Ingresos de los padres en el 2021</i>						
<b>Parent 1 Income Earned from Working (\$)</b> <i>Ganancias obtenidas por el padre 1 a través de su trabajo (\$)</i>						
* [Input Field]						
<b>Parents' 2021 Assets</b> <i>Bienes de los padres 2021</i>						
<b>Parents' Cash, Savings, and Checking Account Amounts (\$)</b> <i>Dinero en efectivo, caja de ahorro y cuenta corriente de los padres (\$)</i>						
* [Input Field]   ! This field is required ? As of today, indicate the total balance of your parents' cash, savings, and checking accounts, including financial aid. <i>Hasta hoy, indique su saldo total en efectivo, incluyendo cualquier ayuda económica estudiantil.</i>						
<b>Parents' Real Estate or Investment Net Worth</b> <i>Valor neto de las inversiones o los inmuebles</i>						
* [Input Field]   ! This field is required						
<b>Parents' 2021 Untaxed Income</b> <i>Ingresos libres de impuestos de los padres 2021</i>						
* - Required Field   ? - Help and Hints   ! - Error Information						
<b>Parents' Pension Payments</b> <i>Pagos de pensión de los padres</i>						
[Input Field] ? 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. <i>Indique el monto total de todos los pagos que hicieron sus padres a planes de pensión y ahorro con impuestos diferidos (pagados directamente o retenidos de los ingresos), incluidos, entre otros, los montos que se informan en los formularios W-2, en las casillas 12a a 12d, en los códigos D, E, F, G, H y S.</i>						
<b>Parents' Child Support Received</b> <i>Ayuda recibida para hijos de los padres</i>						
[Input Field] ? 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. <i>Indique el monto total de todos los pagos de ayuda para hijos que recibieron sus padres para alguno de sus hijos. No incluya pagos correspondientes a adopción o acogida temporal.</i>						
<b>Parents' Military or Clergy Allowances</b> <i>Asignaciones para militares o al clero de los padres</i>						

# 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 2021 Income**  
Ingresos del estudiante en el 2021

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

**Student's Income Earned from Working (\$)**  
Ganancias obtenidas por el estudiante a través de su trabajo (\$)

\*  ! This field is required

? Indicate the total amount you earned from working. Include wages, salaries, tips, etc. This information may be found on the W-2 forms or by adding up the following items: IRS Form 1040 – line 1 (or IRS Form 1040NR – line 1a) + 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.

Indique el monto total que obtuvo producto de su trabajo. Esto incluye sueldos, salarios, propinas, etc. Esta información se puede encontrar en los formularios W-2 o sumando los siguientes elementos: Formulario 1040 del IRS, línea 1 (o Formulario 1040NR del IRS, línea 1a) + Anexo 1, líneas 3 + 6 + Anexo K-1 (Formulario del IRS 1065) – Casilla 14 (Código A.) Si alguna de las partidas es negativa, no la incluya en el cálculo.

**Student's Assets**  
Bienes del estudiante

**Student's Cash, Savings, and Checking Account Amounts (\$)**  
Dinero en efectivo, caja de ahorro y cuenta corriente del estudiante (\$)

\*  ! This field is required

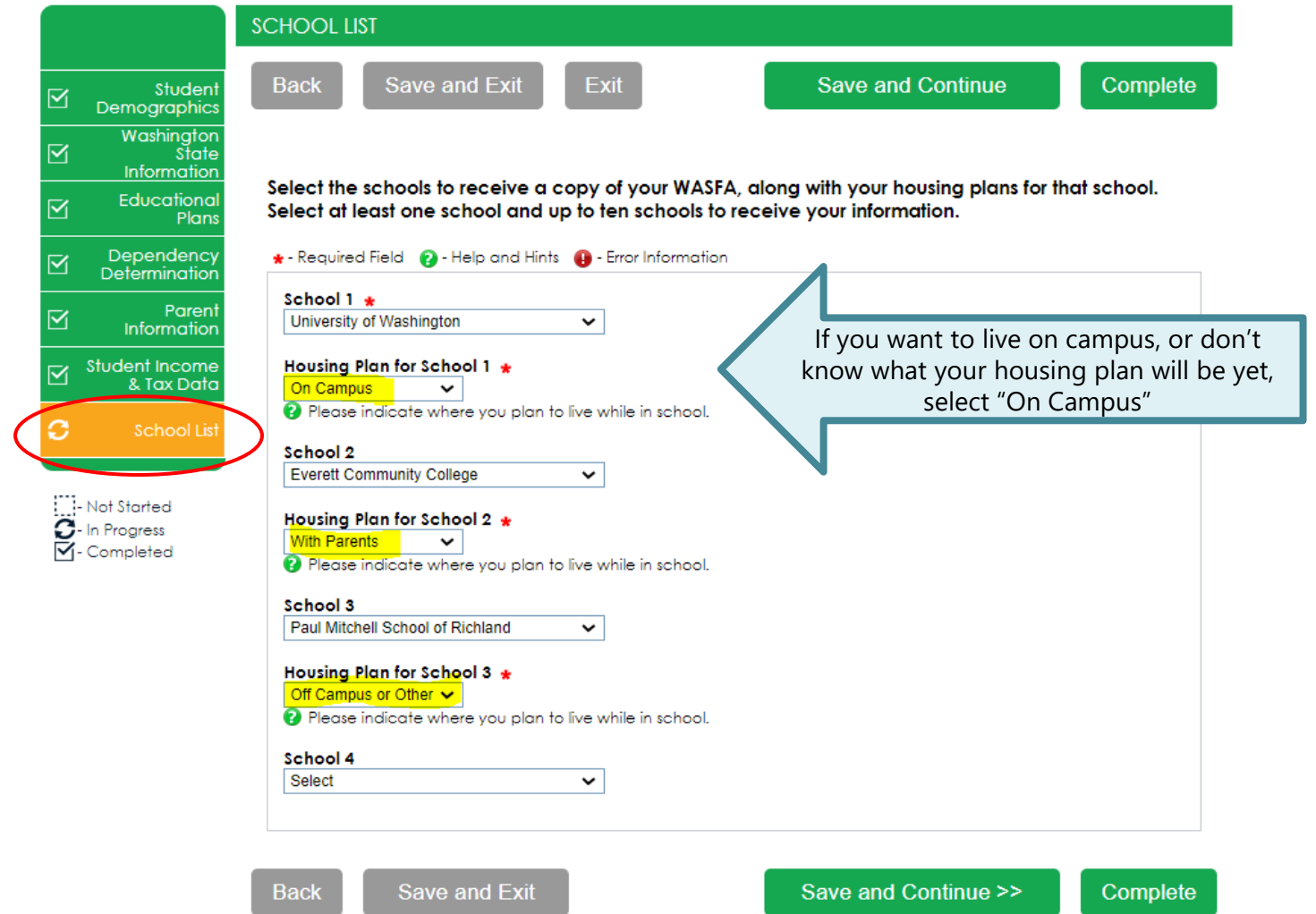
? As of today, indicate the total balance of cash, savings and checking accounts for you (and your spouse, if



# 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.



**SCHOOL LIST**

Back Save and Exit Exit Save and Continue Complete

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.

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

**School 1** ★  
University of Washington

**Housing Plan for School 1** ★  
On Campus  
Please indicate where you plan to live while in school.

**School 2**  
Everett Community College

**Housing Plan for School 2** ★  
With Parents  
Please indicate where you plan to live while in school.

**School 3**  
Paul Mitchell School of Richland

**Housing Plan for School 3** ★  
Off Campus or Other  
Please indicate where you plan to live while in school.

**School 4**  
Select

Back Save and Exit Save and Continue >> Complete

If you want to live on campus, or don't know what your housing plan will be yet, select "On Campus"

Legend:  
- Not Started  
- In Progress  
- Completed

Left sidebar menu items:  
Student Demographics  
Washington State Information  
Educational Plans  
Dependency Determination  
Parent Information  
Student Income & Tax Data  
School List (highlighted)

# 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

Vista previa de mis formularios

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.

*Sus respuestas a las preguntas anteriores se han rellenado previamente en la aplicación que se indica a continuación. Seleccione Ver formulario para ver su solicitud completada previamente. Debe revisar la información detenidamente y realizar los cambios necesarios antes de continuar.*

*Si su solicitud está completa y es precisa, y no es necesario realizar cambios, marque la casilla de reconocimiento a continuación y continúe con la página siguiente.*

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

2023-2024 Solicitud de Ayuda Financiera Estatal de Washington

View Form

☐

**Acknowledge that all information provided on my application is true and correct.**  
*Reconozco que toda la información proporcionada en mi solicitud es verdadera y correcta.*

Back


Next >>

Sign My Forms

Washington Application for State Financial Aid (WASFA)

wsacsnapqa.regenteducation.net/Secure/PreviewForm.aspx?App=65633&Form=/Templates/Generic%20ASFA&all=0

sqldatamart/Report... WSAC Portal - Login WSAC Portal - Logo... Login - Jira Service... Regent Enterprise... Regent Enterprise... Regent Enterprise... Regent Education ... WASFA Testing



Washington Application for State Financial Aid (WASFA)

WASHINGTON STUDENT ACHIEVEMENT COUNCIL

2023-2024 Washington Application for State Financial Aid

STUDENT DEMOGRAPHICS	
Personal Information Información personal	
Provide your first name, middle initial and last name exactly as it appears on your Social Security, DACA, or ITIN Card. If you don't have a Social Security, DACA, or ITIN Card, your first/last match the name you provided to your college(s). Indique su nombre, inicial del segundo nombre y apellido como aparecen en su tarjeta de seguro social, Acción diferida para los llegados en la infancia (DACA) o número de Identificación F Contribuyente (ITIN). Si no tiene ninguna de estas tarjetas, debe coincidir su nombre o apellido con el que le brindó a sus facultades.	
First Name Nombre	
Middle Initial Iniciales de los segundos nombres	
Last Name Apellido	
Gender (Male, Female, or X) Género (masculino, femenino o X)	

# 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**.

- ☒ 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.

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
2023-2024 WA Application for State Financial Aid (WASFA)	Incomplete – Parent Signature Pending	  
2022-2023 WA Application for State Financial Aid (WASFA)	Started	



# 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.

Choose parent to sign "2023-2024 WA Application for State Financial Aid (WASFA)"

Primary Parent's Last Name	Primary Parent's First Name	Primary Parent's Email
parent	name	723+0@gmail.com

☐ 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**.

Confirm parent selection

You have chosen [redacted] 23+0@gmail.com) to view and sign the "2023-2024 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.

☐ confirm and acknowledge that **Parent name** will be able to view and sign '2023-2024 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.

## 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
2023-2024 WA Application for State Financial Aid (WASFA)	Incomplete – Parent Signature Pending	  
2022-2023 WA Application for State Financial Aid (WASFA)	Started	

**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 **2022-2023 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
2023-2024 WA Application for State Financial Aid (WASFA)		Incomplete – Parent Signature Pending	<div>  You can sign the document by clicking “Sign My Document” icon above.</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  
Vista previa de mis formularios

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.

*Sus respuestas a las preguntas anteriores se han rellenado previamente en la aplicación que se indica a continuación. Seleccione Ver formulario para ver su solicitud completada previamente. Debe revisar la información detenidamente y realizar los cambios necesarios antes de continuar.*

*Si su solicitud está completa y es precisa, y no es necesario realizar cambios, marque la casilla de reconocimiento a continuación y continúe con la página siguiente.*

**2023-2024 WA Application for State Financial Aid (WASFA)**  
2023-2024 Solicitud de Ayuda Financiera Estatal de Washington

☐ I acknowledge that all information provided on my application is true and correct.  
*Reconozco que toda la información proporcionada en mi solicitud es verdadera y correcta.*

**View Form**

**Next >>**


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


2023-2024 Washington Application for State Financial Aid

STUDENT DEMOGRAPHICS	
Personal Information Información personal	
Provide your first name, middle initial and last name exactly as it appears on your Social Security, DACA, or ITIN Card. If you don't have a Social Security, DACA, or ITIN Card, your first name must match the name you provided to your college(s). Indique su nombre, inicial del segundo nombre y apellido como aparecen en su tarjeta de seguro social, Acción diferida para los llegados en la infancia (DACA) o número de Identificación Contribuyente (ITIN). Si no tiene ninguna de estas tarjetas, debe coincidir su nombre o apellido con el que le brindó a sus facultades.	
First Name Nombre	
Middle Initial Iniciales de los segundos nombres	
Last Name Apellido	
Gender (Male, Female, or X) Género (masculino, femenino o X)	
Indicate whether you are male, female, or X. Indique si es hombre, mujer o X.	

# 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.

Back

Next >>

# Parent Electronic Signature

**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.

Back

Next >>

# Parent Electronic Signature

**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
2023-2024 WA Application for State Financial Aid (WASFA)		Completed on 9/30/2022	 




# 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**