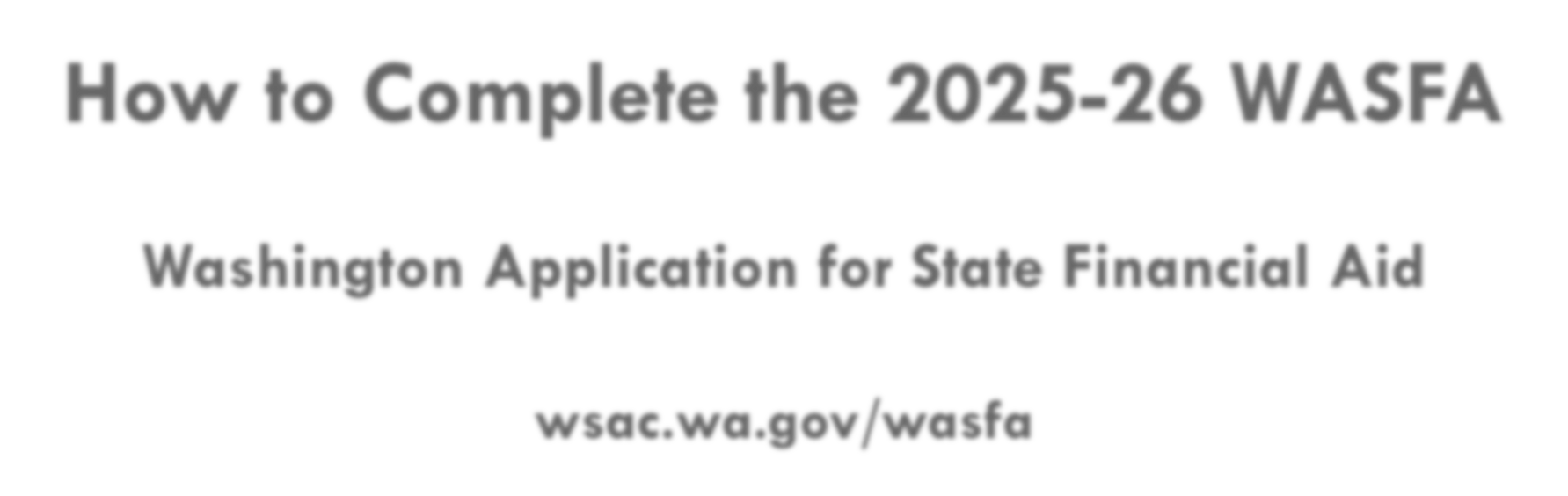
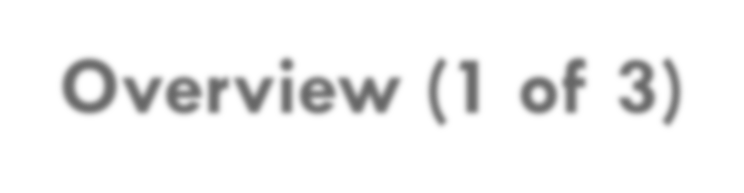
How to Complete the 2025-26 WASFA



## Washington Application for State Financial Aid

#### wsac.wa.gov/wasfa

Updated 012/13/2024



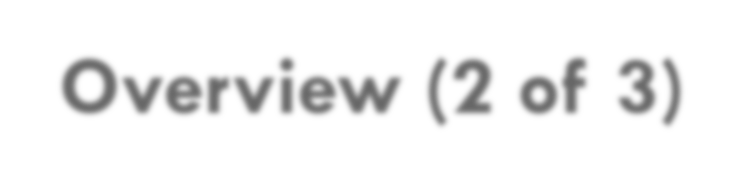
# Overview (1 of 3)

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. 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.*



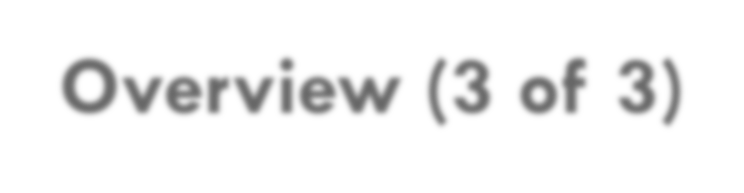
# Overview (2 of 3)

**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](https://wsac.wa.gov/apply) [application](https://wsac.wa.gov/apply). People who complete a WASFA are applying for state aid only. Please do **not** complete a WASFA if you have already completed a FAFSA.

There are various reasons people may choose to complete a WASFA instead of a FAFSA. For example:

* You or your parent(s) are undocumented or do not qualify for federal financial aid because of your immigration status.
* Your parent(s) or family member(s) do not wish to file a FAFSA.
* You have privacy concerns about filing a FAFSA.
* You or your parent(s) do not and will not file federal income taxes.
* You have federal loans that are in default.
* You owe a repayment on federal grants.

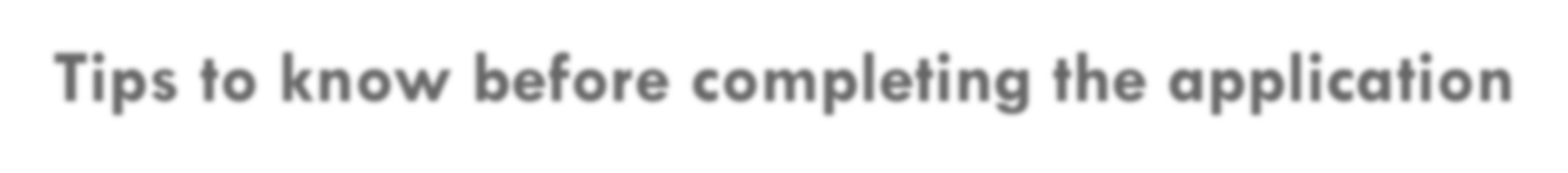


# Overview (3 of 3)

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

* **New users** completing the WASFA questionnaire for the first time will be asked a series of questions to determine if the WASFA is the financial aid application you would like 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.

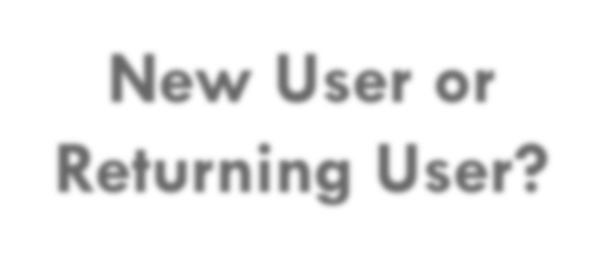
**Please do not create a new account.** Contact us via email at: [wasfa@wsac.wa.gov](mailto:wasfa@wsac.wa.gov) if you are unable to access your existing account.



# Tips to know before completing the application

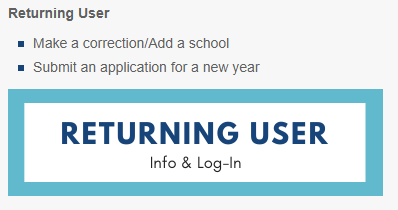
* Keep a copy of your WASFA account login information including your username/email and the password used to create your account. Please do not create multiple student accounts.
* **We strongly recommend that both students and parents opt for the electronic signature option.**
* The application completion and electronic signature process work best with a computer or laptop (versus a mobile device) and Google Chrome or Firefox as the preferred internet browser vs. Safari.
  + If you do not have access to a computer or laptop and will be completing the application on a mobile device, please ensure you complete the application using Google Chrome and NOT Safari.
  + Many mobile devices automatically default to Safari, so you may need to download the Google Chrome application on your device before completing the application.
* Read and answer all questions carefully.

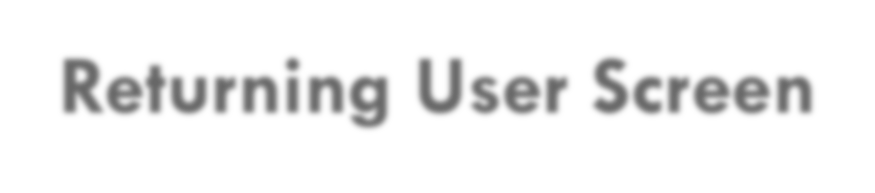
Select **New User** or **Returning User**.



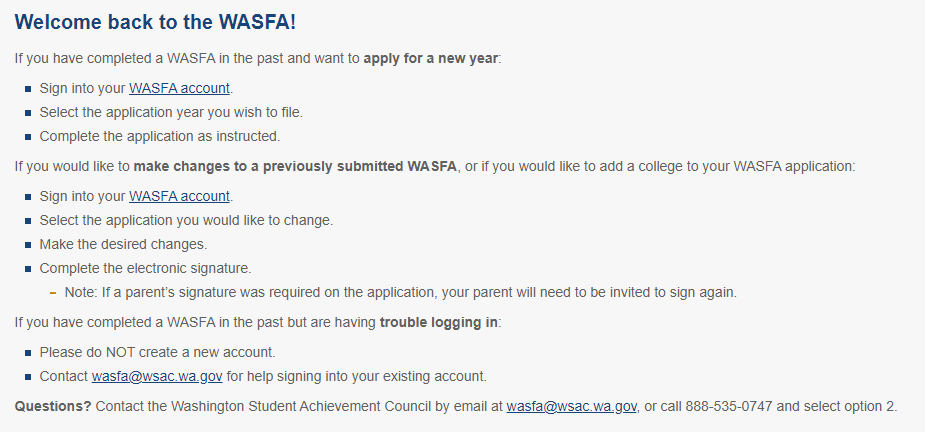
**New User or Returning User?**

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.

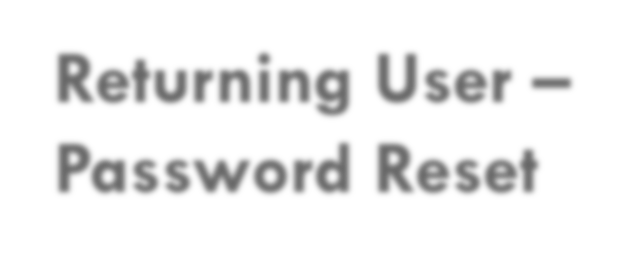




# Returning User Screen



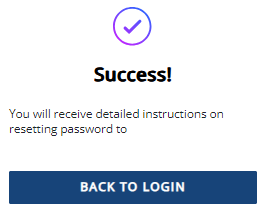
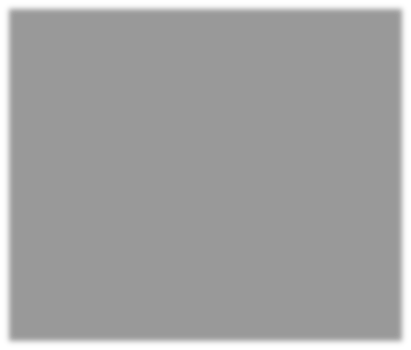
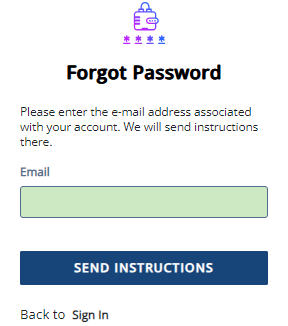
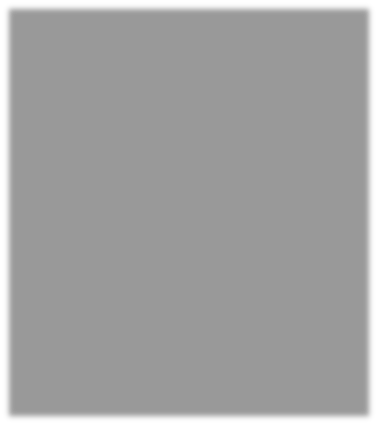
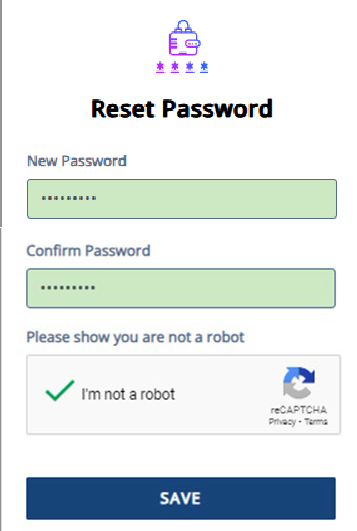
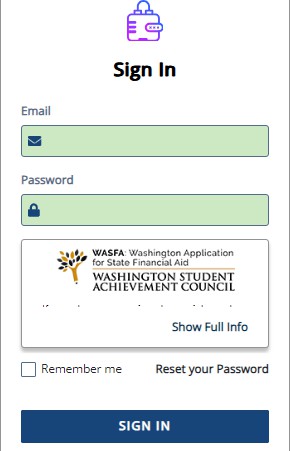
**Choose which Returning User scenario applies to you.**



**Returning User – Password Reset**



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



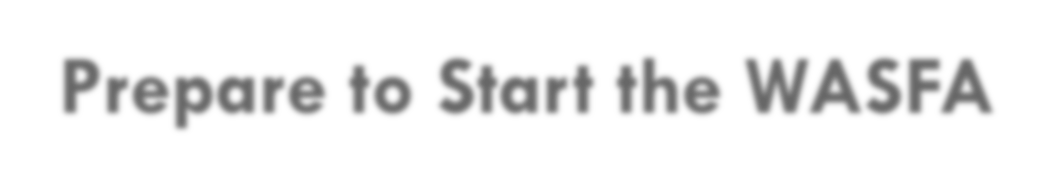
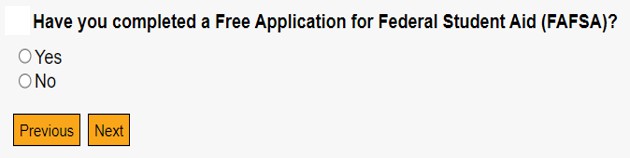
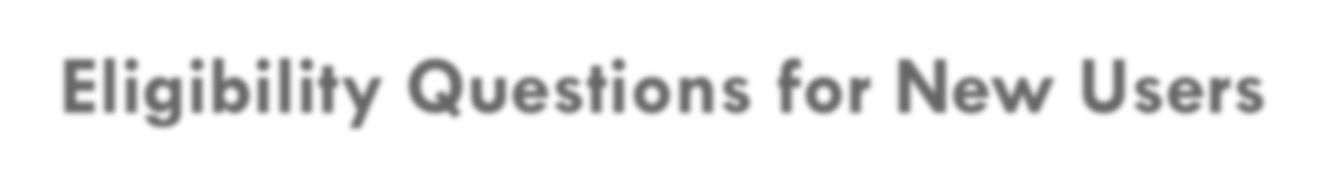
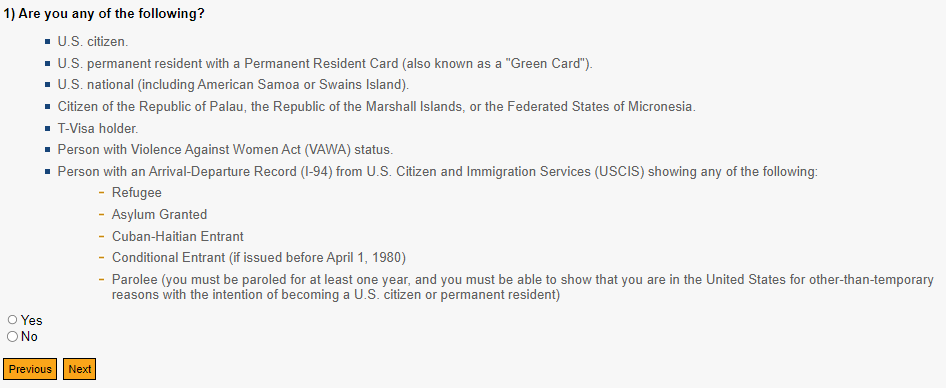
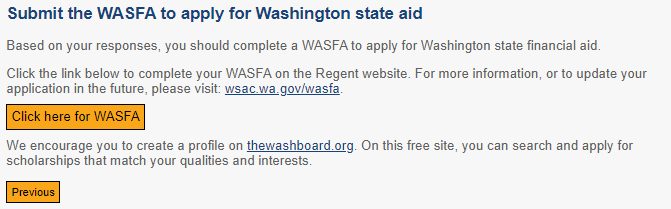
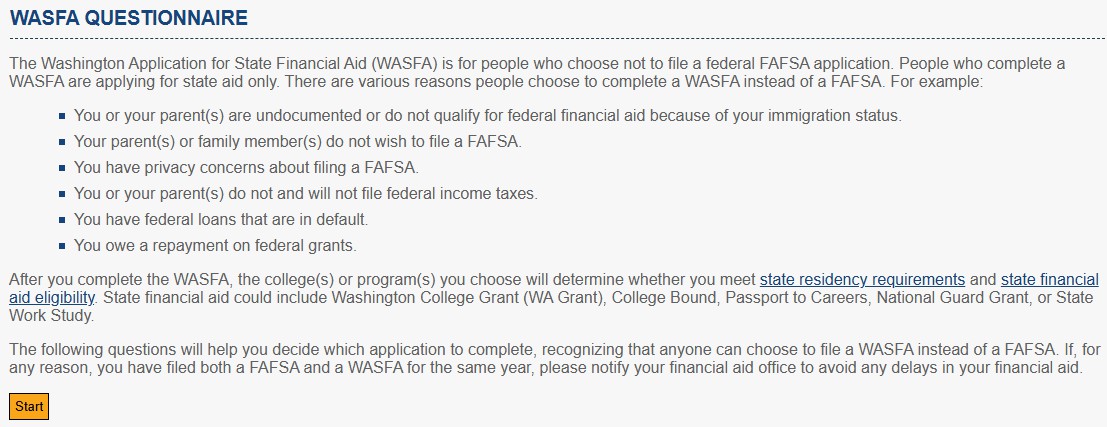
[email@gmail.com](mailto:email@gmail.com)



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

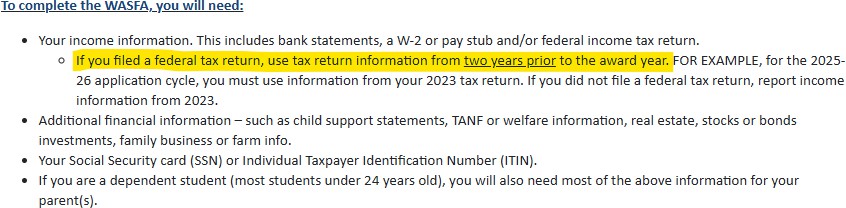


# Eligibility Questions for New Users

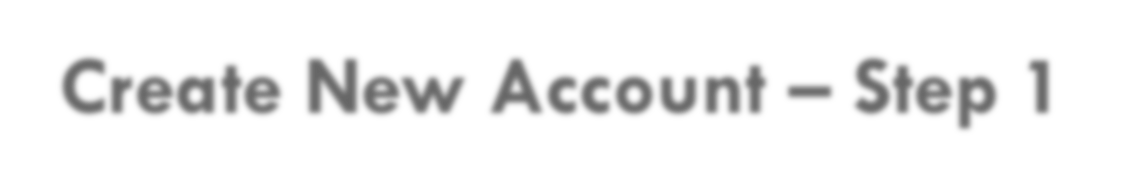
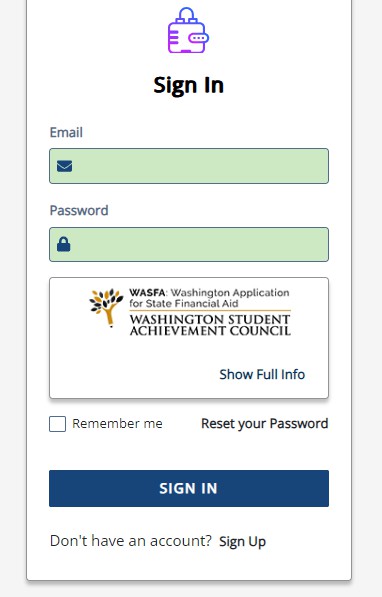


**Prepare to Start the WASFA**

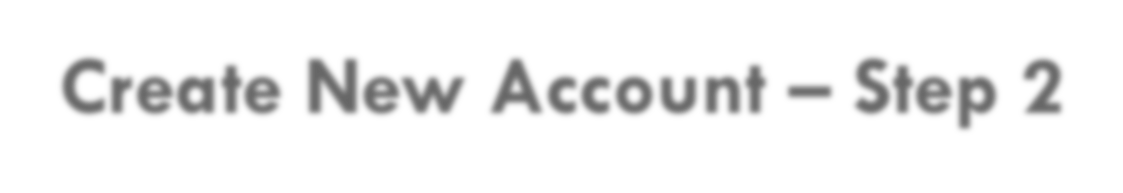
What you will need to complete the WASFA:



# Create New Account – Step 1

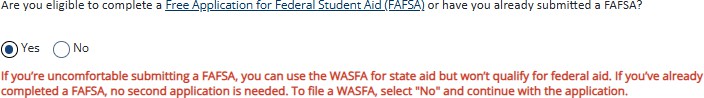


To begin, create an account by selecting the **Sign Up** button on the screen shown to the right.



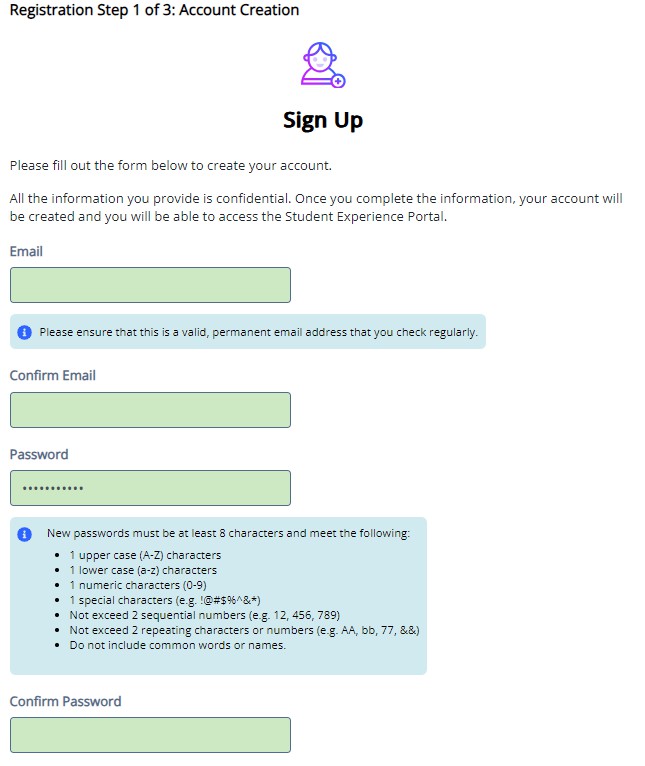
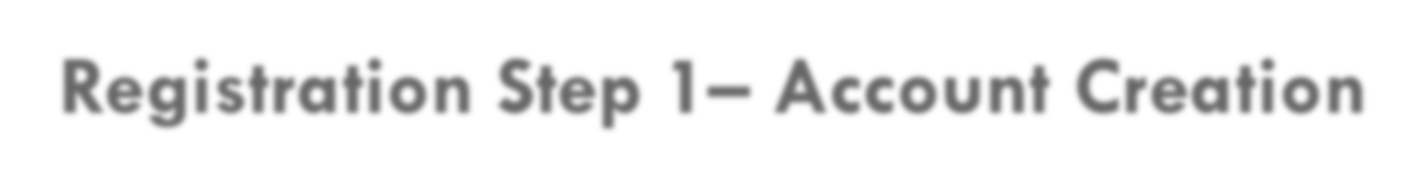
# Create New Account – Step 2

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



**Note:** Anyone uncomfortable with submitting a federal FAFSA form can use the WASFA to apply only for state aid. *If you have already completed a FAFSA, please do not also complete a WASFA. Your school will be able to determine your eligibility with the information submitted on your FAFSA.*

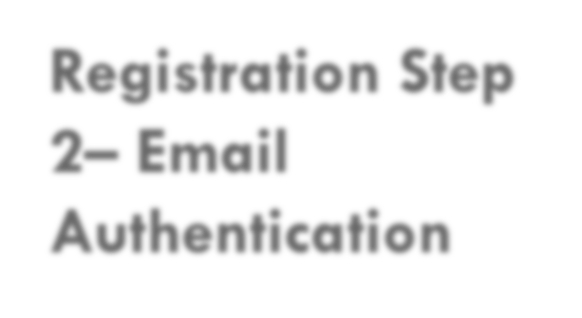
# Registration Step 1– Account Creation



##### Register for new WASFA Account

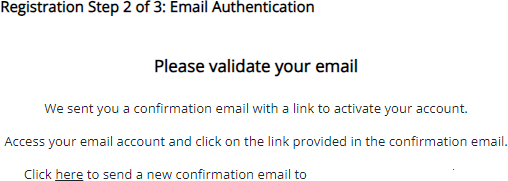
Please use an email you will be able to check regularly. Example: a personal Gmail and not a school email.

**IMPORTANT:** Parent WASFA accounts **MUST** be created through a link invitation to the parent portal that are sent by students directly. Parents will not be able to create a **parent** account via the WASFA homepage.

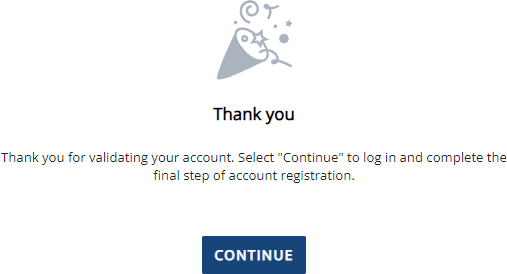


**Registration Step 2– Email Authentication**

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



[student@gmail.com](mailto:student@gmail.com)



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

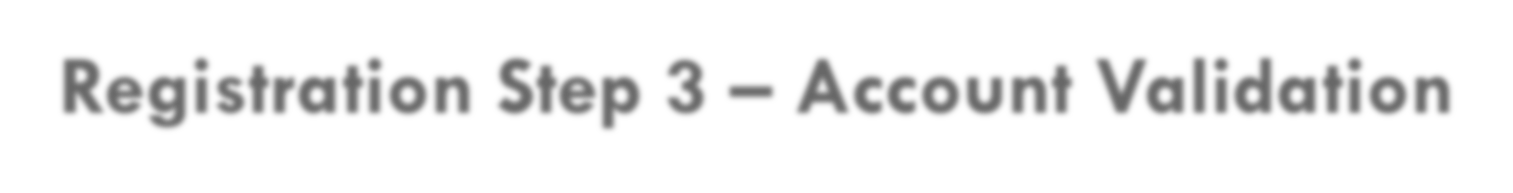
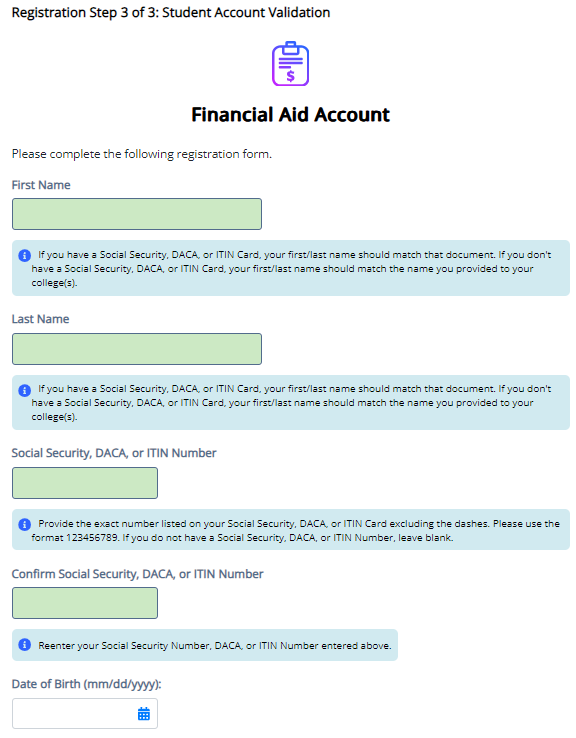
Click “***continue***” button to proceed.

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

# Registration Step 3 – Account Validation

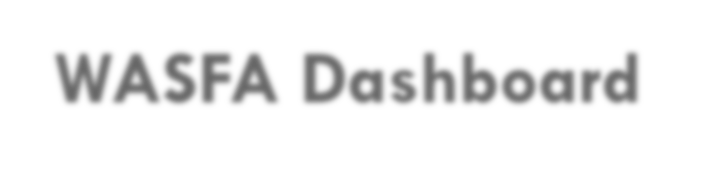
Register for new WASFA account

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



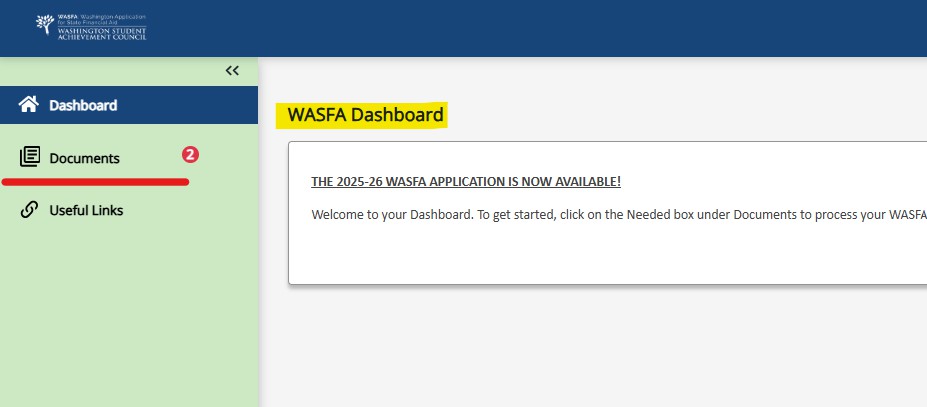
**What numbers do I use?**

* If you have a SSN or ITIN, enter it here. **If you do not, leave blank**.
* If you have never applied before and do not have a SSN or ITIN nor a WASFA ID, leave all SSN or ITIN and WASFA ID fields blank.



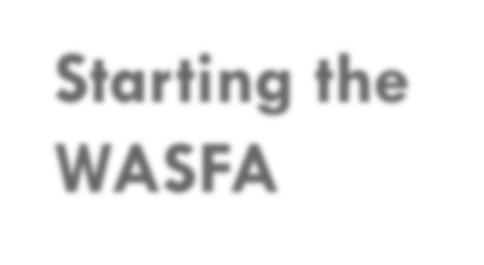
## WASFA Dashboard

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

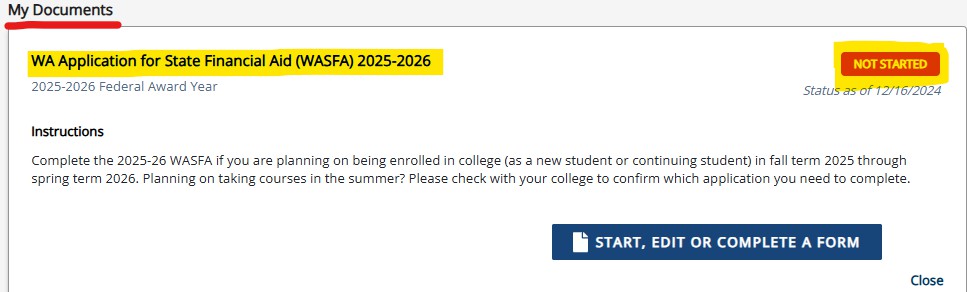


Applications needed, in progress, or previously submitted can be accessed through the Documents page/tab.

Click on:



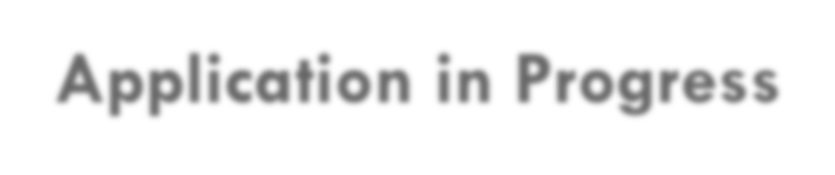
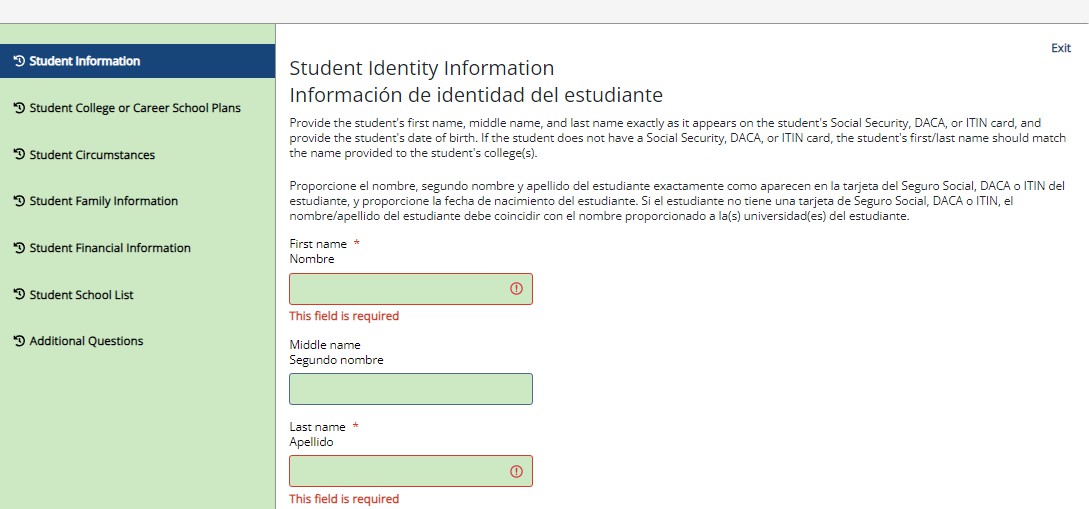
**Starting the WASFA**



for the application year you want to start.

There may be times where there are multiple application years open at a time. Be sure to select the year for which you will be attending college. For example, if you plan on attending school in the Winter of 2026, you would choose the 2025-2026 application year.

## Application in Progress

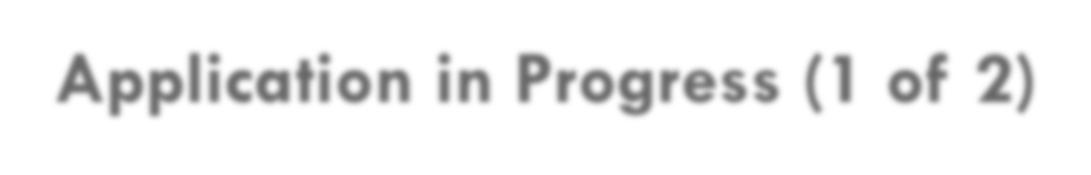
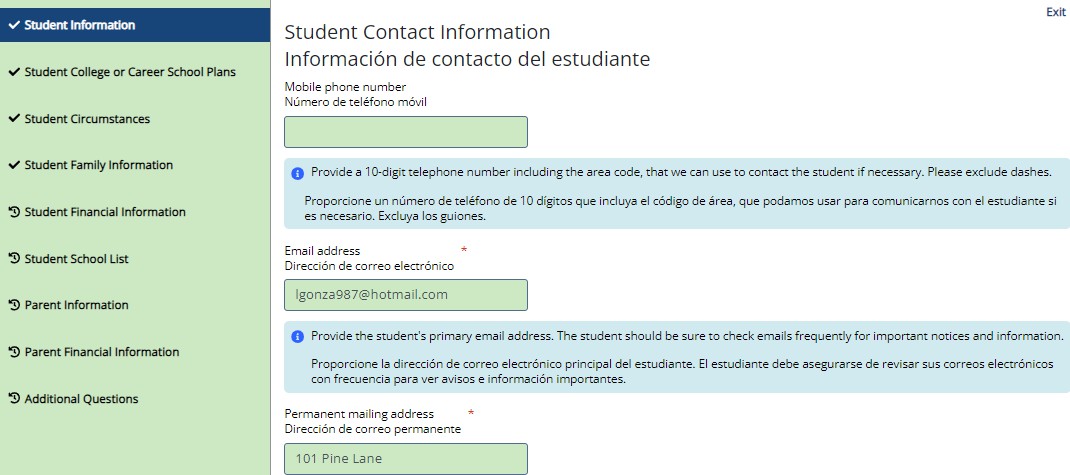
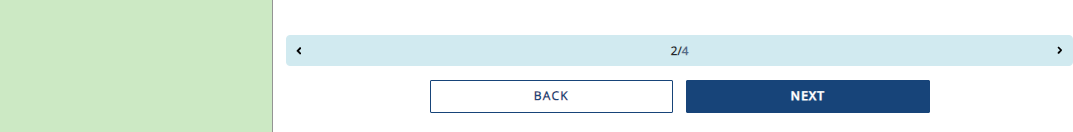


Upon clicking the “**Start, edit, or complete an application**”, you will begin the application process.

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

***\*To Save Progress****:* ***Click “Exit” and then “yes” (see on top right corner)***

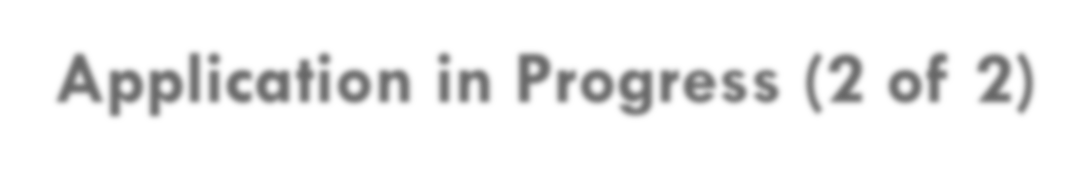
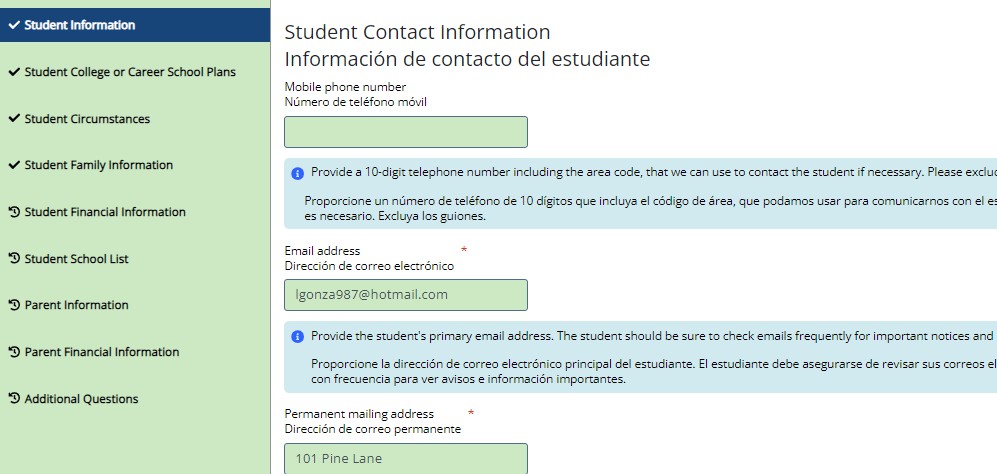
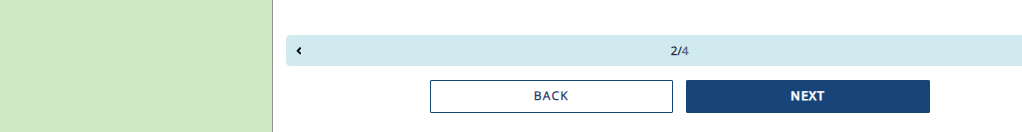
## Application in Progress (1 of 2)



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

***\*To Save Progress****:* ***Click “Exit” on top right corner and then “yes”.***

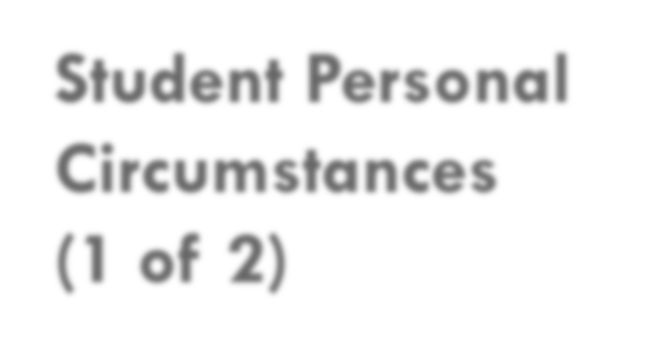
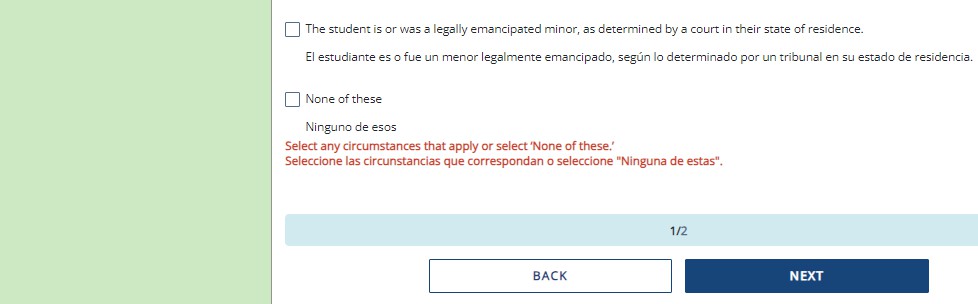
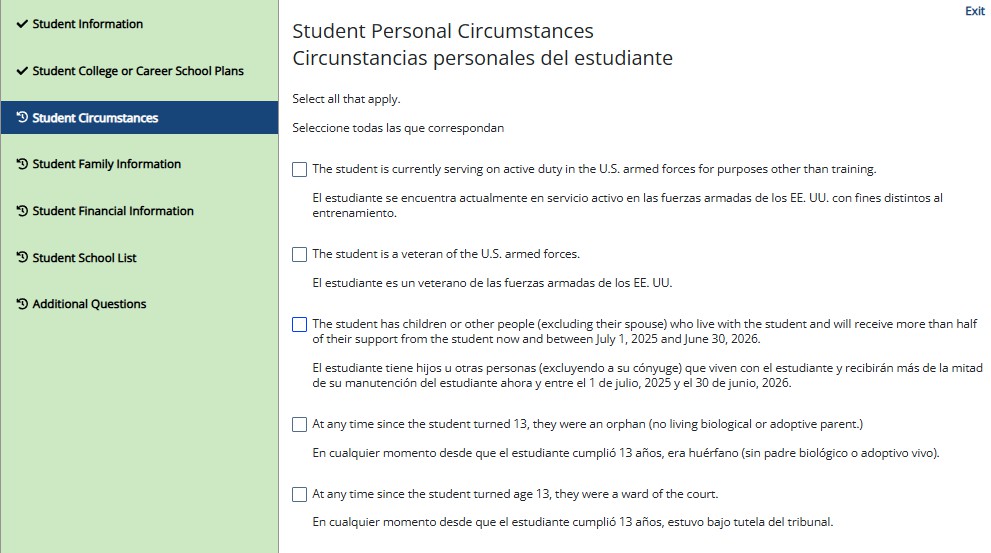
## Application in Progress (2 of 2)



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

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

## Student Personal Circumstances (1 of 2)

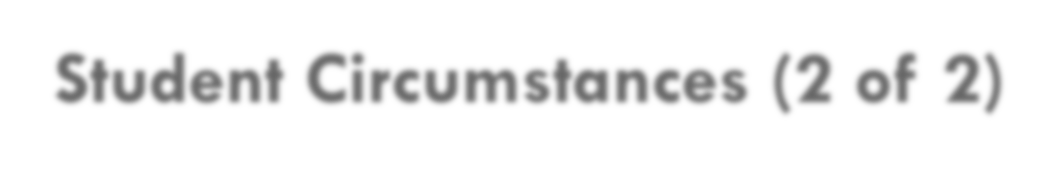
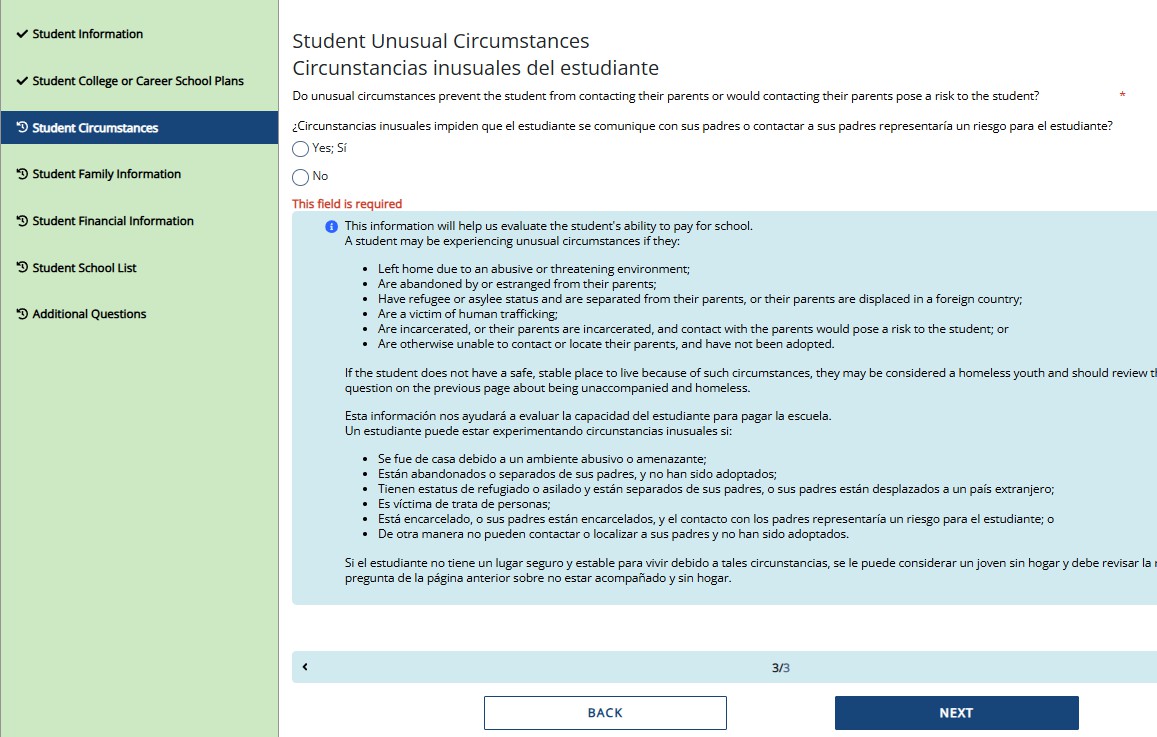


In the **Student Personal Circumstances** section, answer all the questions carefully and accurately.

This section determines if you are considered a “dependent” student or an “independent” student. Please read the descriptions carefully.

Answering “Yes” to any of these questions will mark you as an “independent” student and you will not be asked to enter any parent information or require a parent signature.

## Student Circumstances (2 of 2)



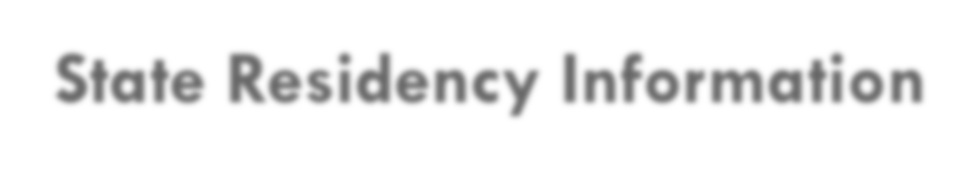
**STUDENT CIRCUMSTANCES**

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.

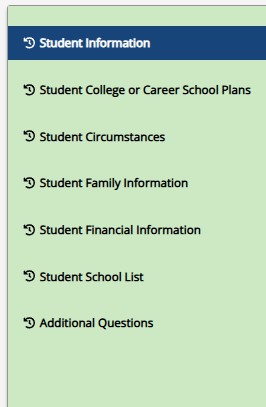
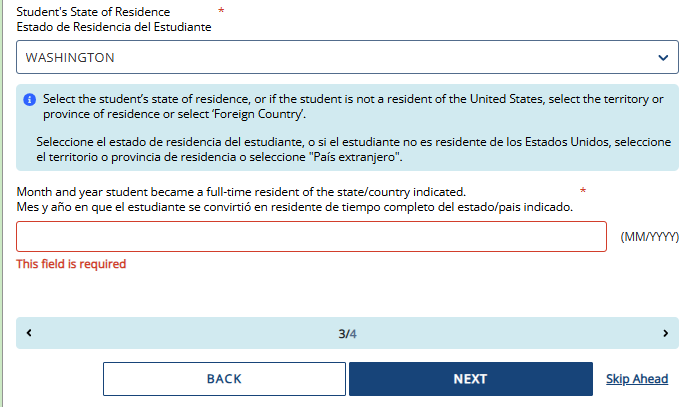
You may be able to submit your application without parent information under special circumstances if you meet outlined criteria. Your financial aid office will either approve or request for you to submit your parent information.

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



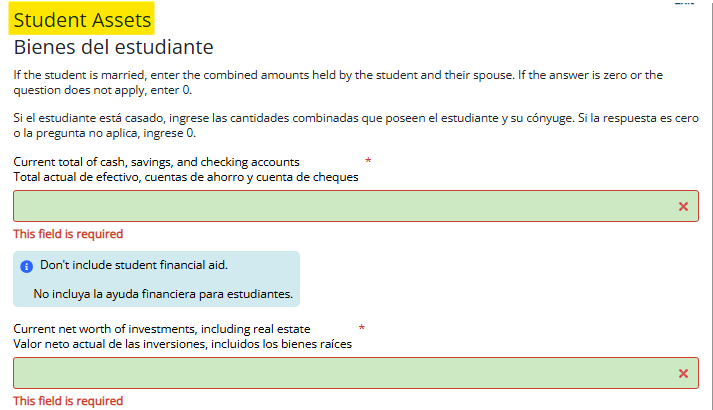
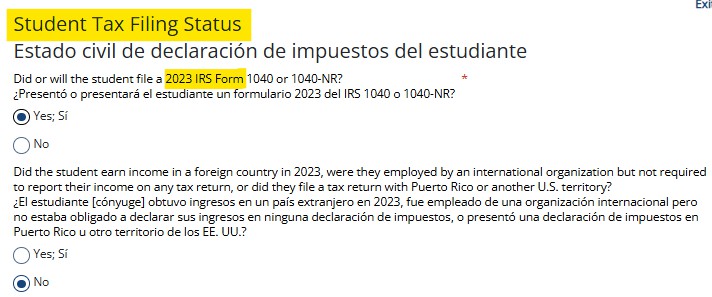
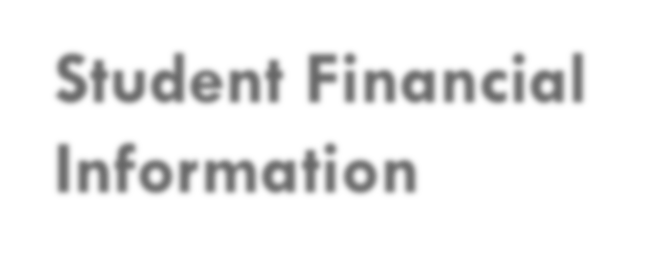
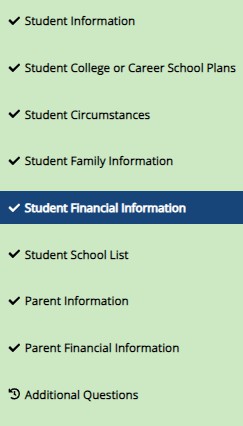
## State Residency Information

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

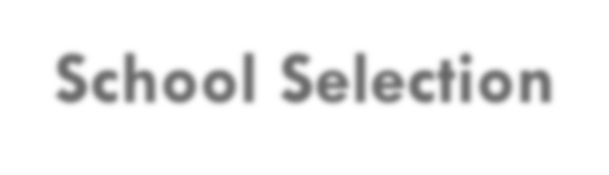
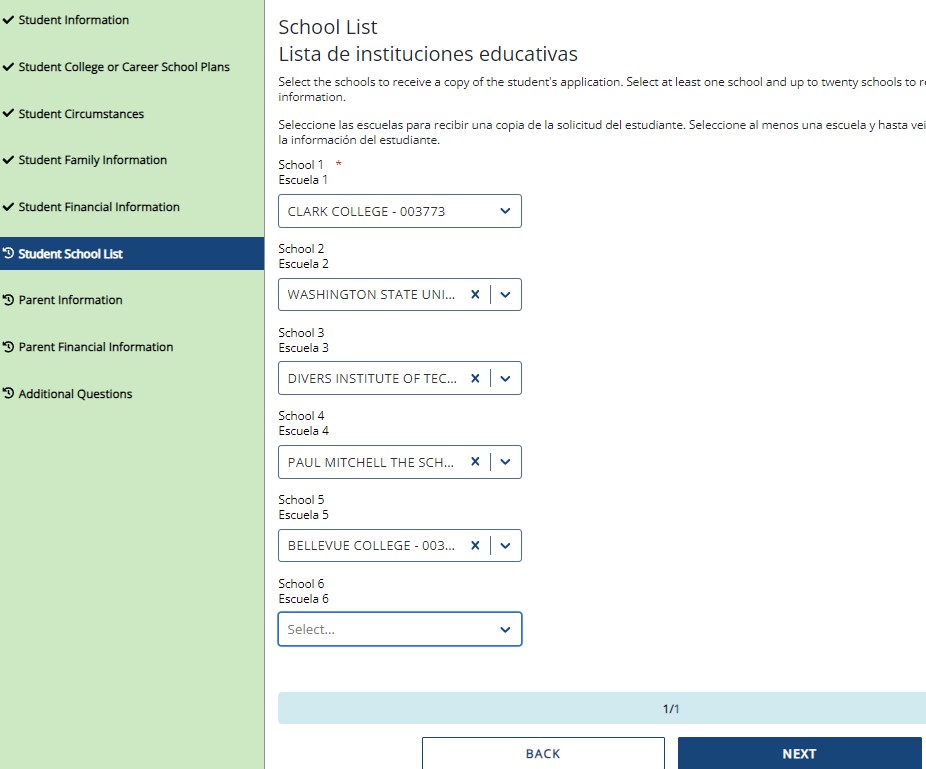
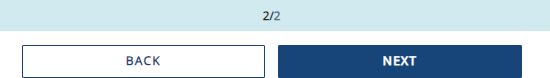


\**More information on the new residency law on slides 39-40*

## Student Financial Information

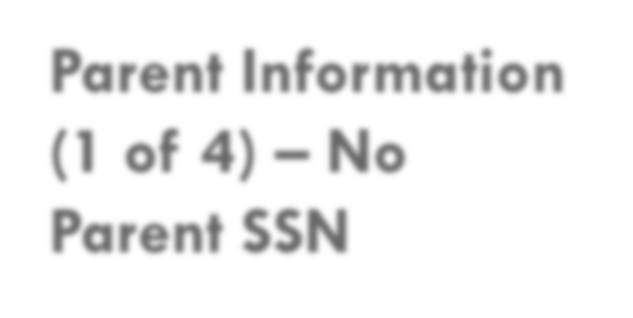


On **Student Financial Information** answer all questions as they relate to only **the student**, including additional income and federal benefits. If the family receives food assistance or other assistance, those numbers will be captured in the parent section of the application.



**School Selection**

Select the schools you are considering attending, even if you haven’t applied or been accepted. You may **choose up to 20 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.

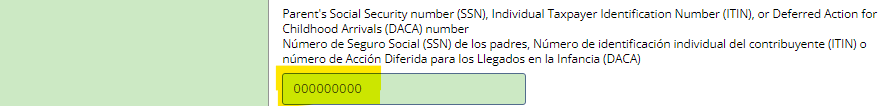
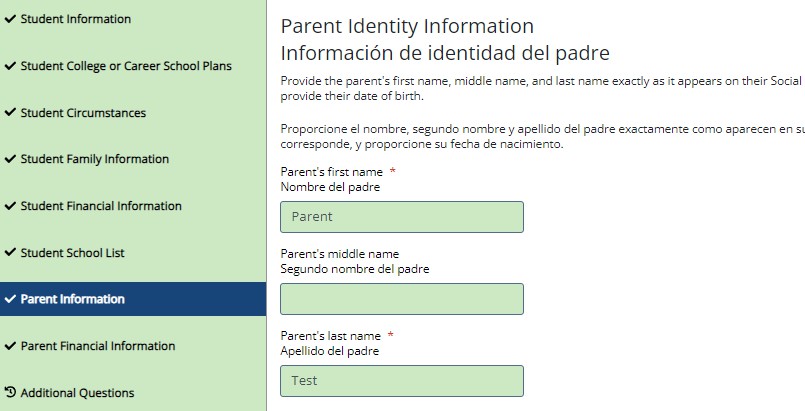


**Parent Information (1 of 4) – No Parent SSN**

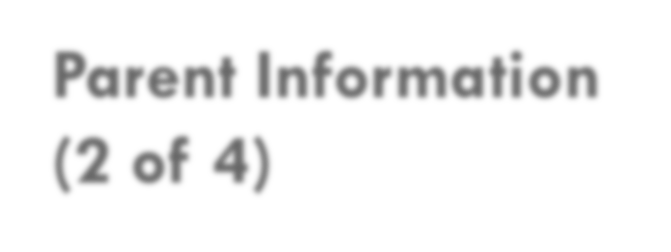
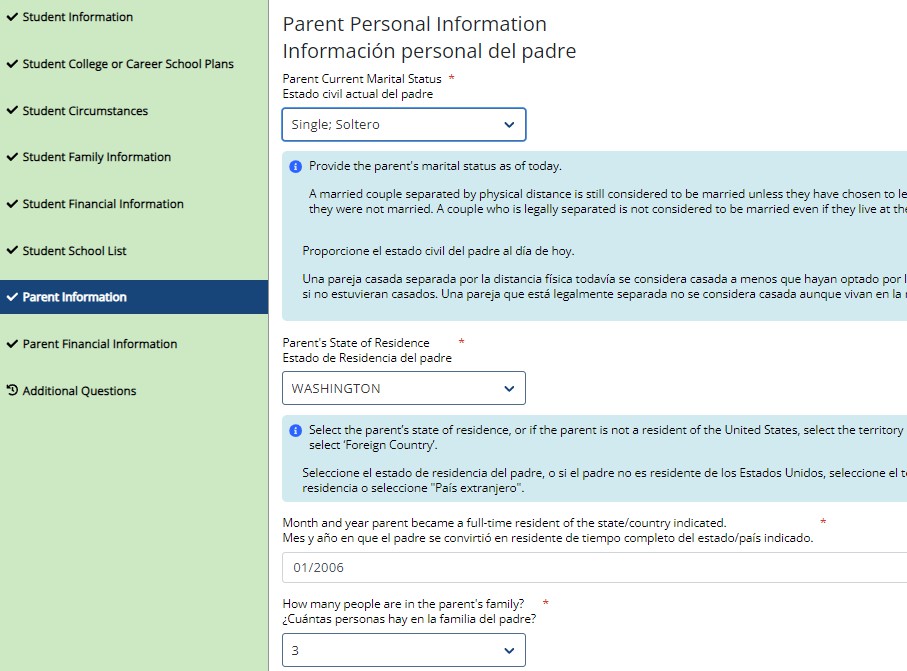
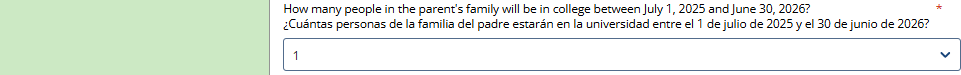
**IMPORTANT:**

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

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



### Parent Information (2 of 4)

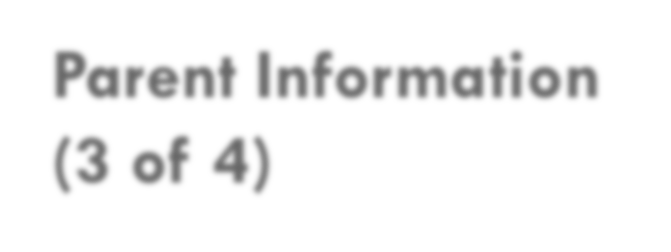


For **Parent Information** answer all questions as they relate to the **parent(s)** and all others they are responsible for supporting financially (including you).

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

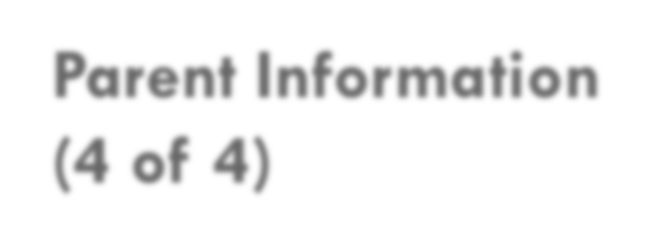
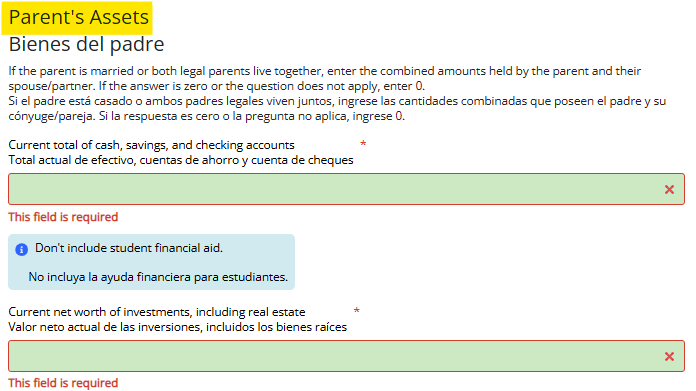
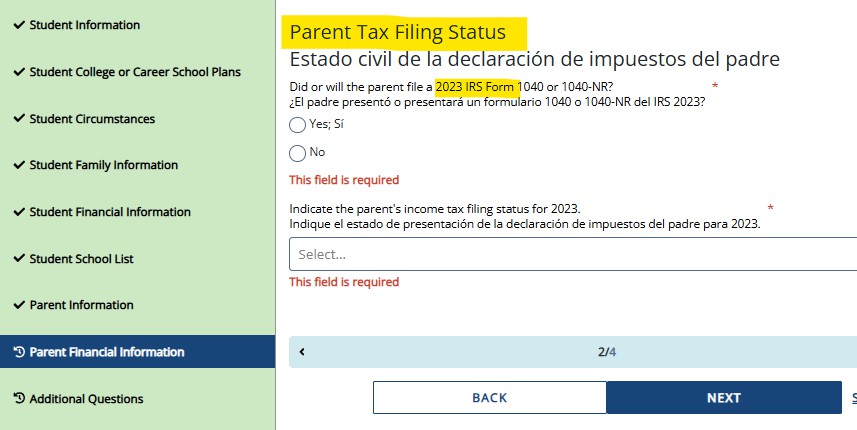


### Parent Information (3 of 4)



For **Parent Financial 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’ 2023 or 2024** Federal Benefits Information.



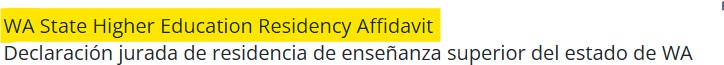
**Parent Information (4 of 4)**

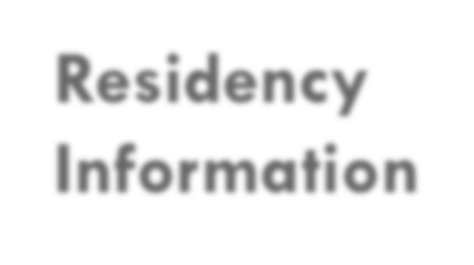
Parents’ and students, are not required to file taxes to receive state aid.

Questions regarding assets and untaxed income will need to be estimated using bank statements, paystubs, etc.

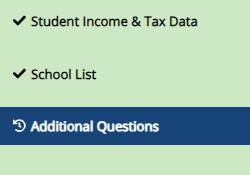
* Parents who have/will file a foreign tax return, please convert all monetary units to U.S. dollars using the exchange rate published by the U.S. Federal Reserve



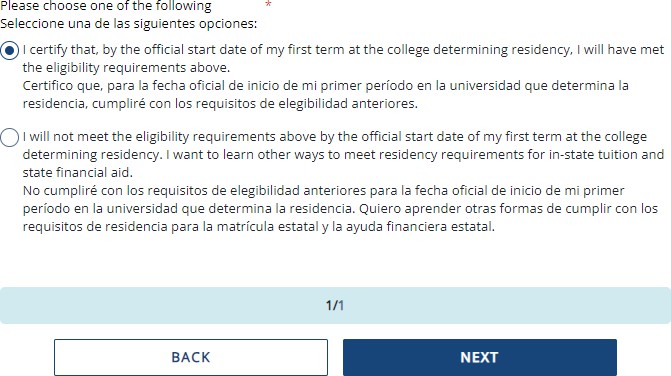




**Residency Information**

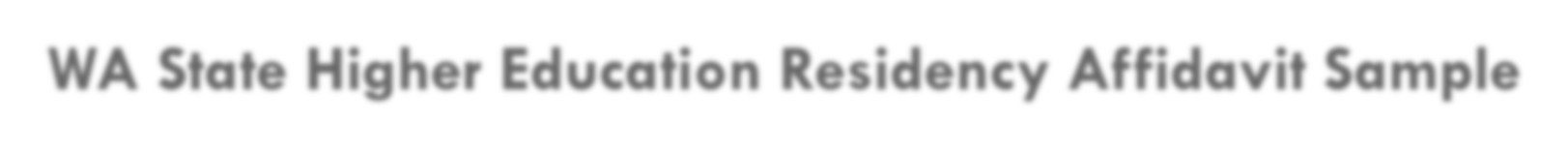


Answer all the residency questions carefully and accurately. The residency law changed on July 25, 2021, making it easier for more students to qualify.

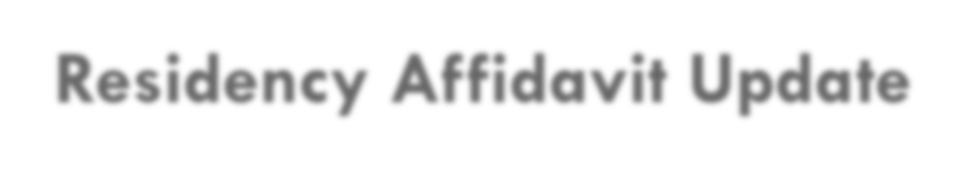
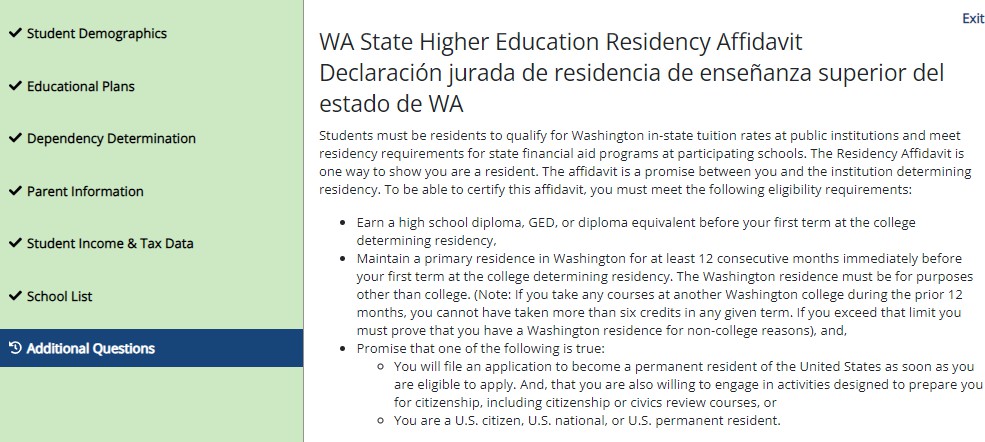


In this section, you are certifying that you meet the requirements shown in the: “**WA State Higher Education Residency Affidavit”** and “**Certification Regarding Permanent Residency Application and Related Responsibilities.**” Please read the descriptions carefully. (Sample affidavit on next page)

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

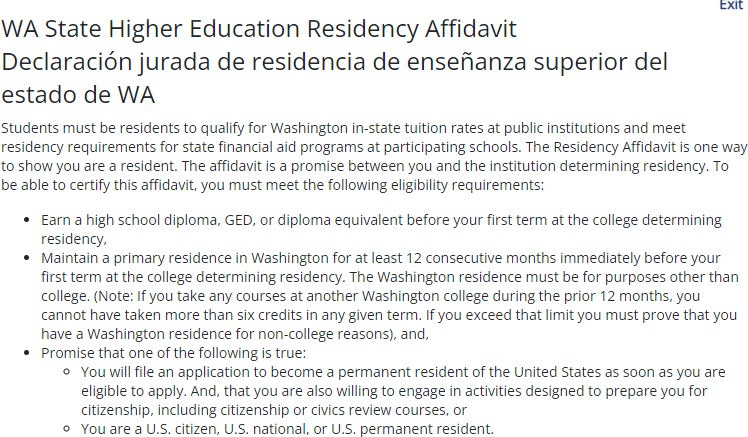


**WA State Higher Education Residency Affidavit Sample**



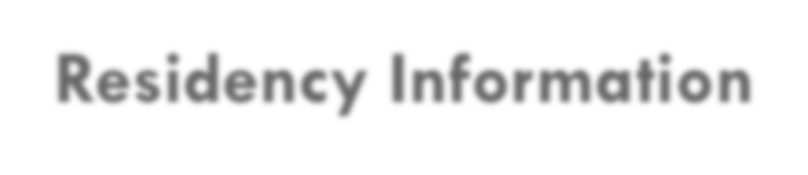
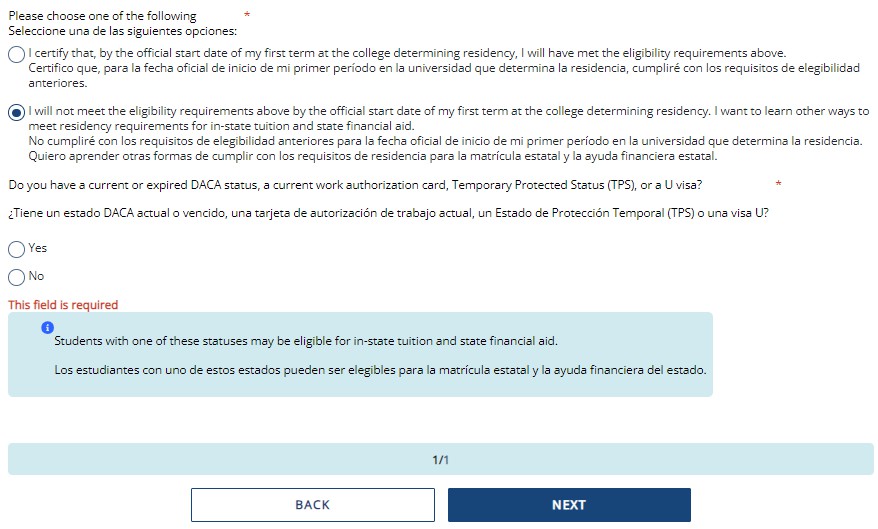
## Residency Affidavit Update

NEW REQUIREMENT AS OF JUNE 6, 2022:



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

## Residency Information



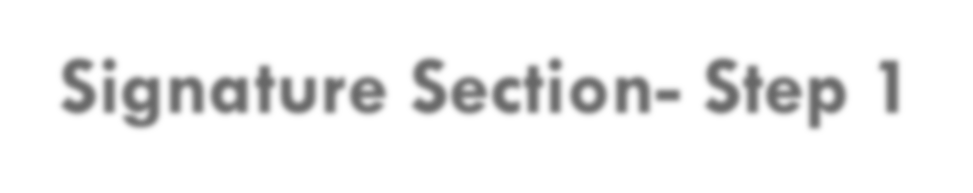
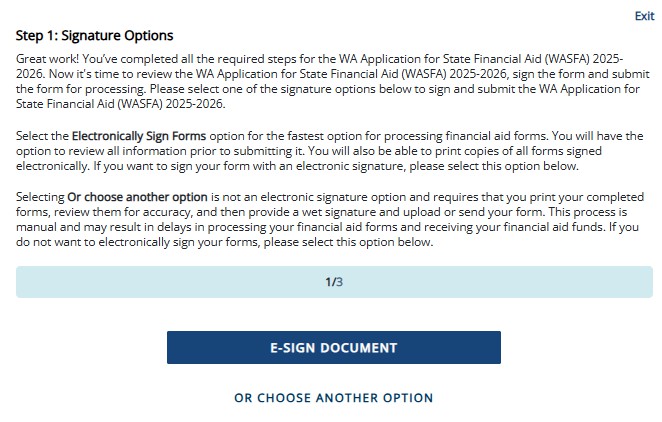
On **Residency Information** answer all the residency questions carefully and accurately.

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

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

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

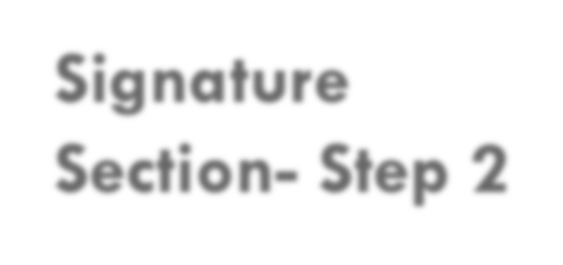
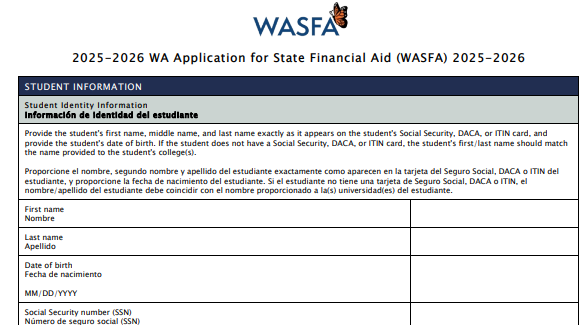
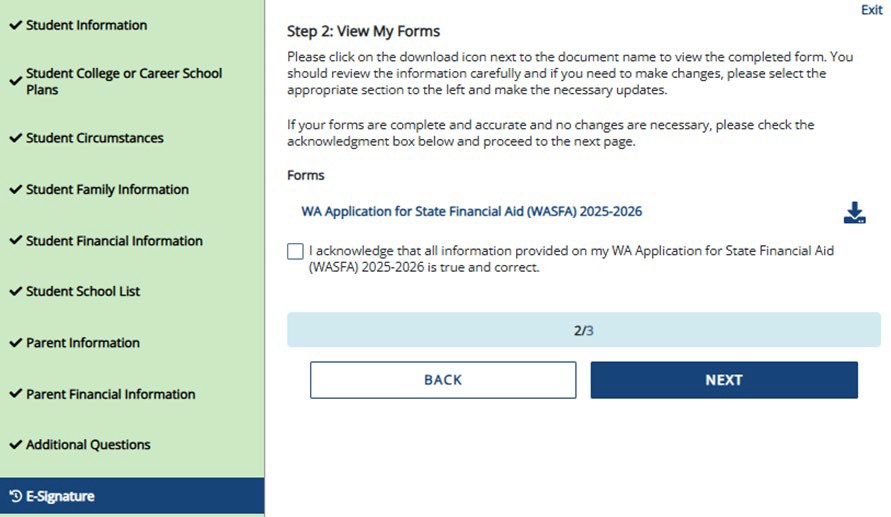
# Signature Section- Step 1



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

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

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



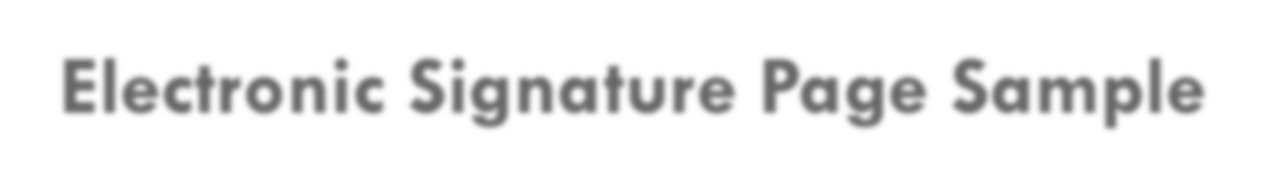
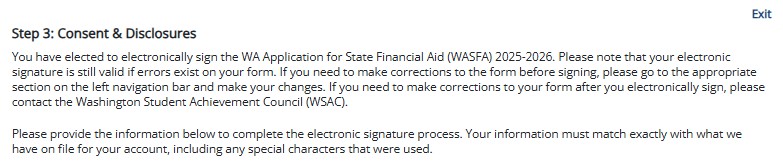
**Signature Section- Step 2**

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

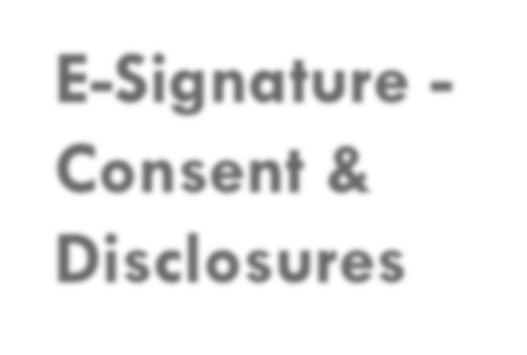
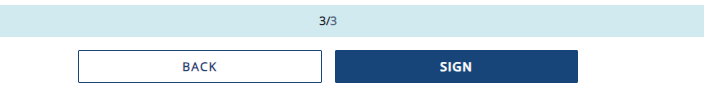
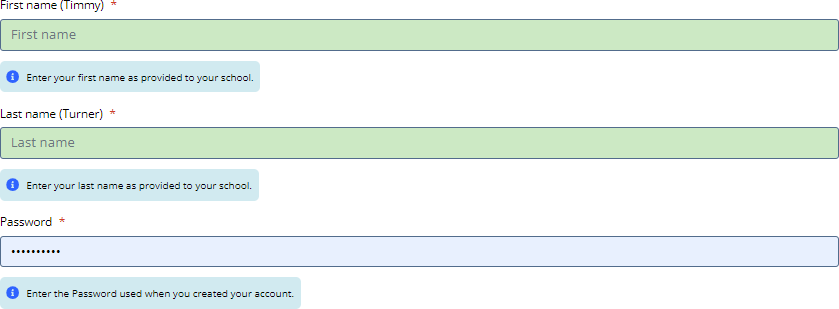
The form will open in a separate tab. Once you have viewed it you can close the tab, check the box acknowledging your information is true and correct, then click **Next**.

*The application and electronic signature process work best with Google Chrome or Firefox as the internet browser. Please do* ***not*** *use Safari.*

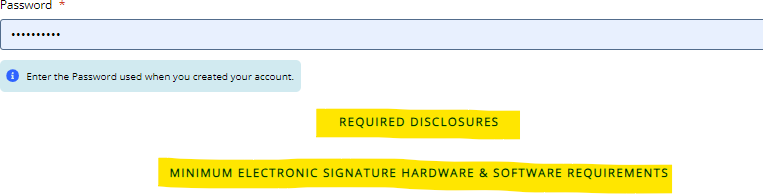
# Electronic Signature Page Sample



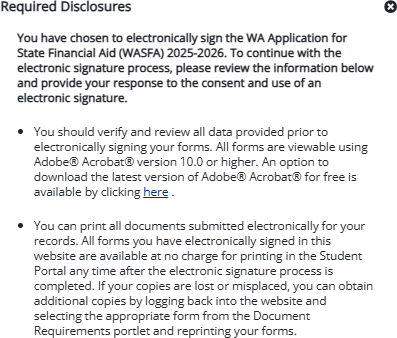
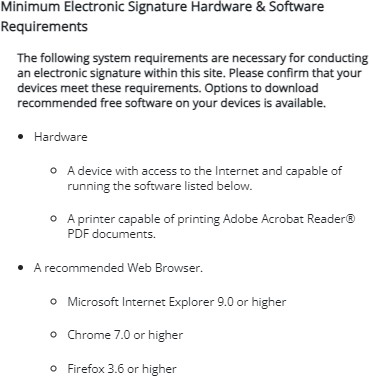
###### After viewing your forms, you will be directed to the last page of the application.



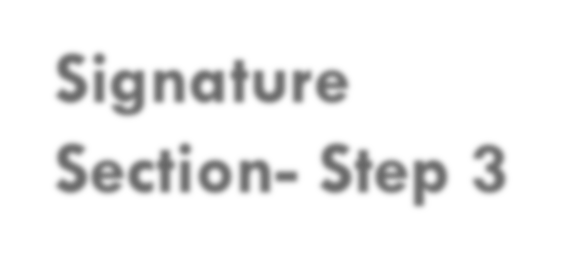
**E-Signature - Consent & Disclosures**



Electronic Signature Consent & Disclosures.

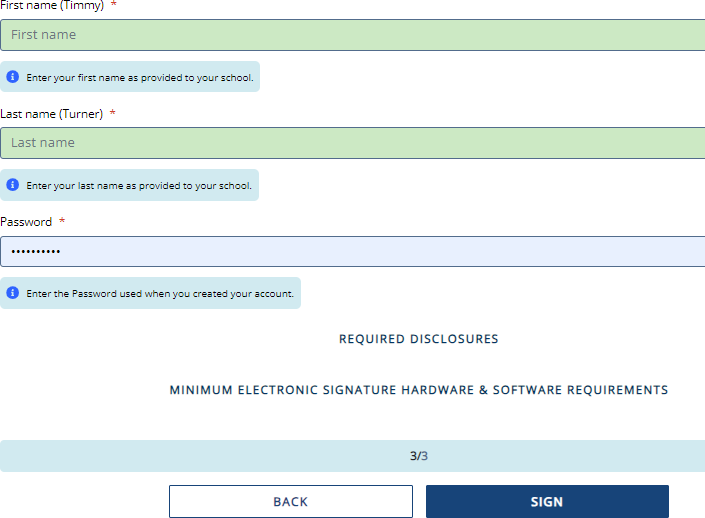


Please click on and read the disclosures you are certifying when electronically signing your application that state you are certifying the information you provided is true and correct.



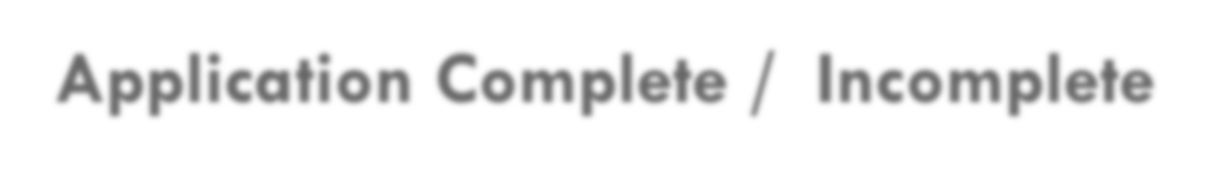
**Signature Section- Step 3**

Sign My Forms – Electronic Signature Process.



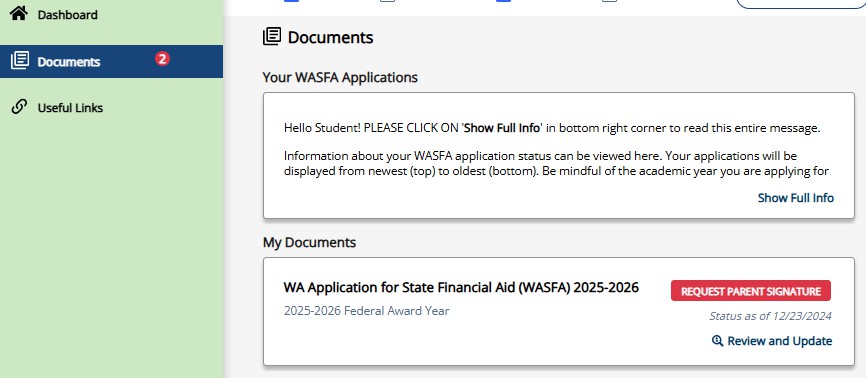
Name and password information entered must be exactly the same as when you created your student account.

Then click 



## Application Complete / Incomplete

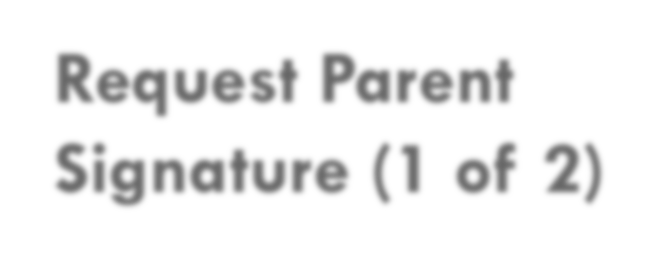
Once you complete the electronic signature section, you will be redirected to the WASFA Documents page. If you are an independent student, your application is complete and will be sent to your prospective schools within 24 hours. You will receive an email confirmation**.**



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

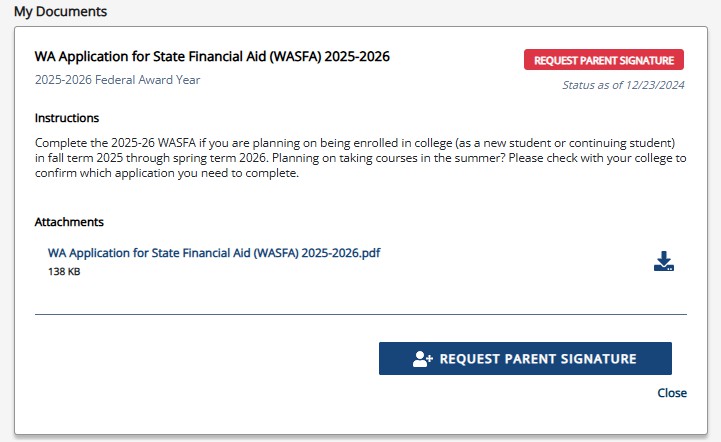


button circled on the right.

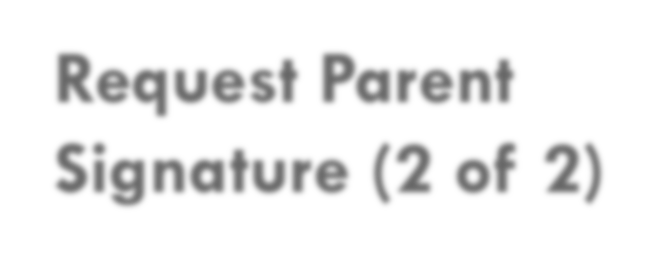


**Request Parent Signature (1 of 2)**

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

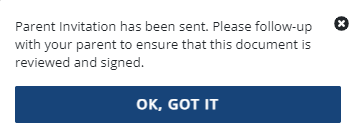
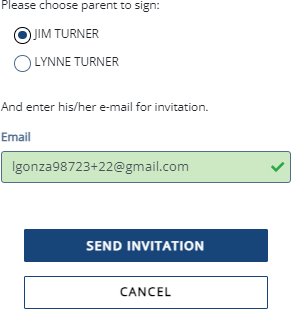






**Request Parent Signature (2 of 2)**

Once you click on the “*Request Parent Signature*” button in the Documents section, it will bring up your parent choices.



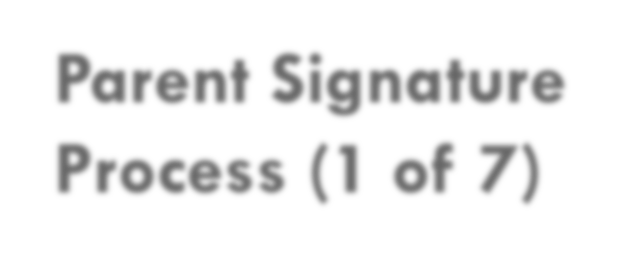
[parent@gmail.com](mailto:parent@gmail.com)

Choose **only one parent** and make sure their email address is correct. If necessary, correct or update the email address, then click on the  button.

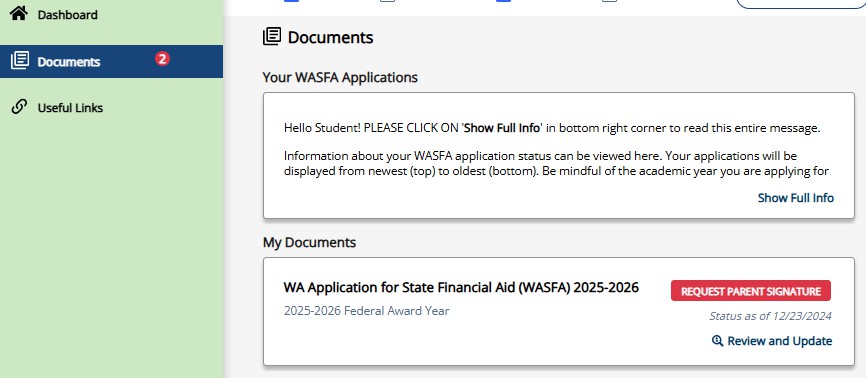
**IMPORTANT:**

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.

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



**Parent Signature Process (1 of 7)**

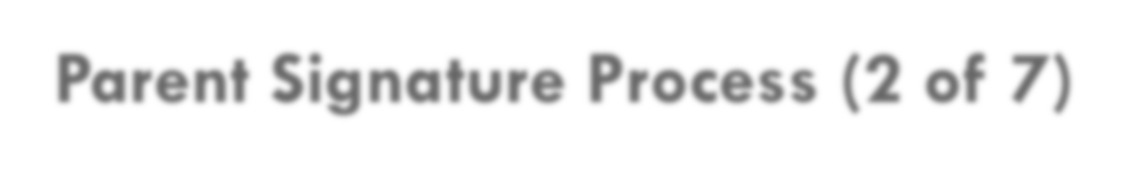
Once the parent invitation is sent**,** you will be redirected back to the WASFA Documents page. The application status will display

until your parent signs.

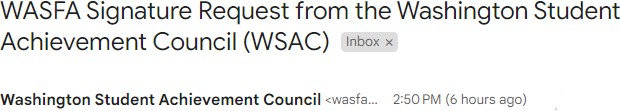
Logout of your student account. Your parent will receive an email with a link to create their own account and to electronically sign your application. **This link expires in 72 hours.** The parent account must be created via the link that is sent by the student.

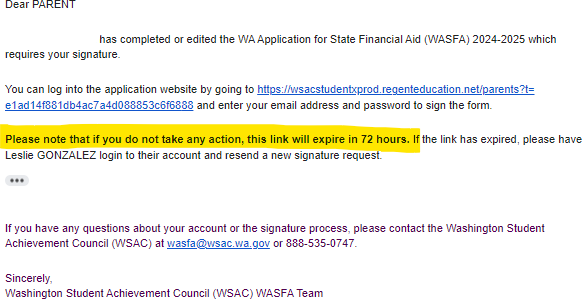
If your link has expired, log back into your student account and send a new invitation. Once your parent has electronically signed your application, your application status will show as “satisfied”.

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



## Parent Signature Process (2 of 7)

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

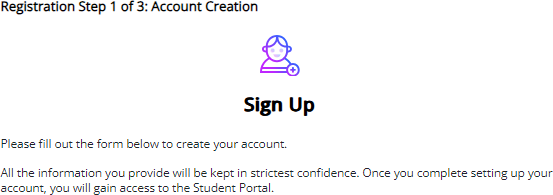


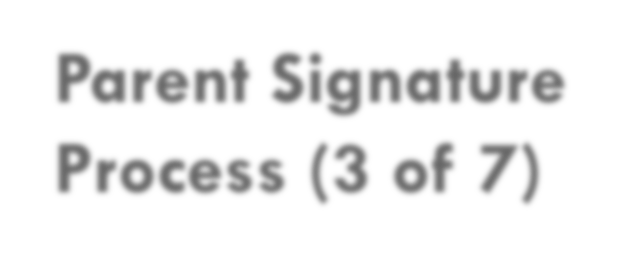
Timmy Turner

Timmy Turner

**IMPORTANT:**

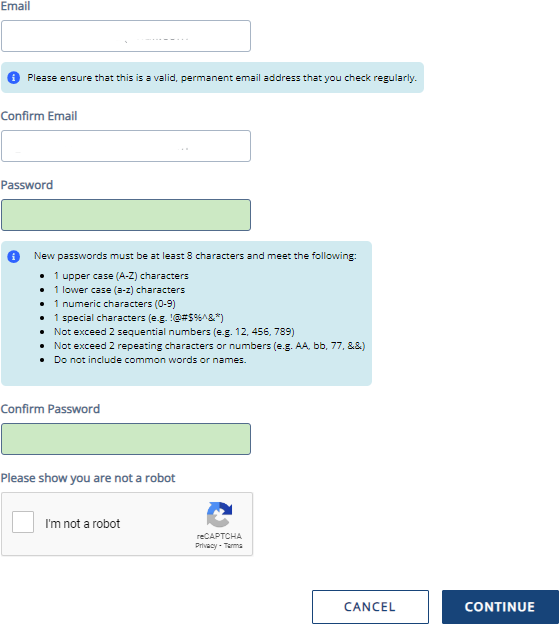
**If the parent link has expired, or the parent didn’t receive the email, the student needs to log in to the WASFA home page and re-invite their parent. Make sure the correct email address is entered.**





**Parent Signature Process (3 of 7)**

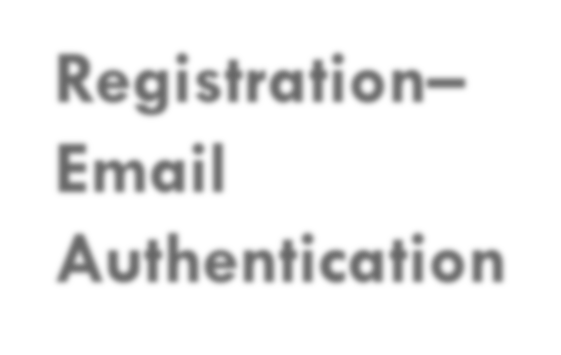
Once the parent clicks on the **parent portal** link in the email, it will bring them to this page to create an account. Their email address will already be pre-filled in the box.



[parent@gmail.com](mailto:parent@gmail.com)

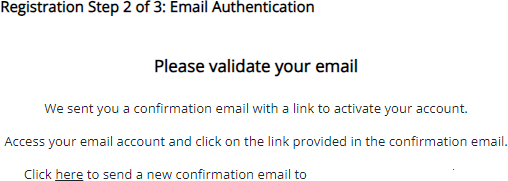
[parent@gmail.com](mailto:parent@gmail.com)

Please find a safe place to secure your password. Click **Continue** once you have created a password.

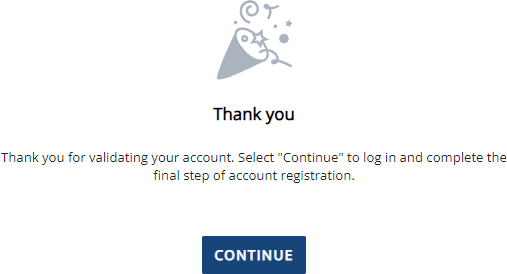


**Registration– Email Authentication**

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



[parent@gmail.com](mailto:parent@gmail.com)

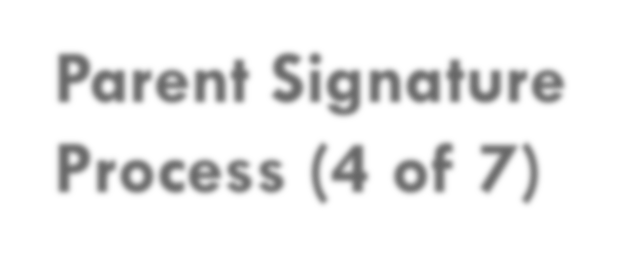


After clicking the link in step 2, you will be redirected to the WASFA site and will receive the following notification letting you know your account has been successfully activated.

Click “***continue***” button to proceed.

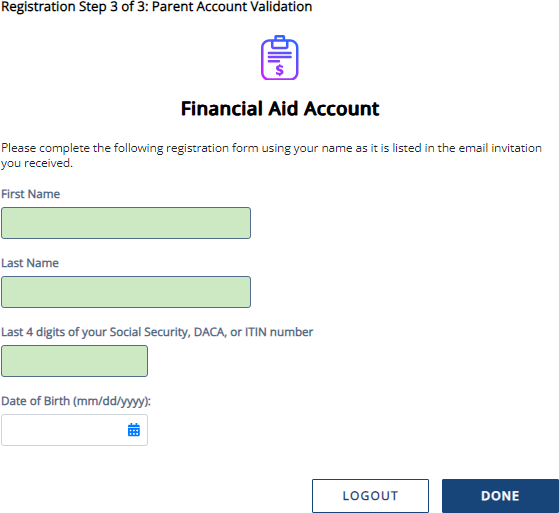
**Please note:** You will not be able to log in or access your account until your email has been validated

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

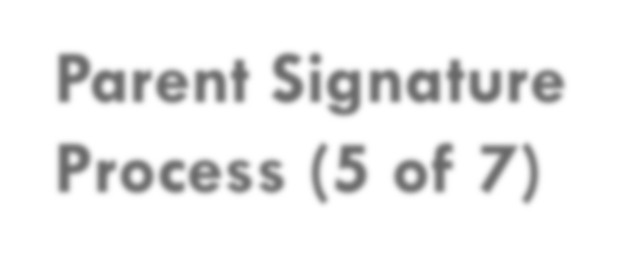


**Parent Signature Process (4 of 7)**

**IMPORTANT:** The birthdate and last 4 ITIN or SSN digits **MUST** match exactly what the student entered on their submitted application, or the parent will not be able to finish creating an account and sign the application.

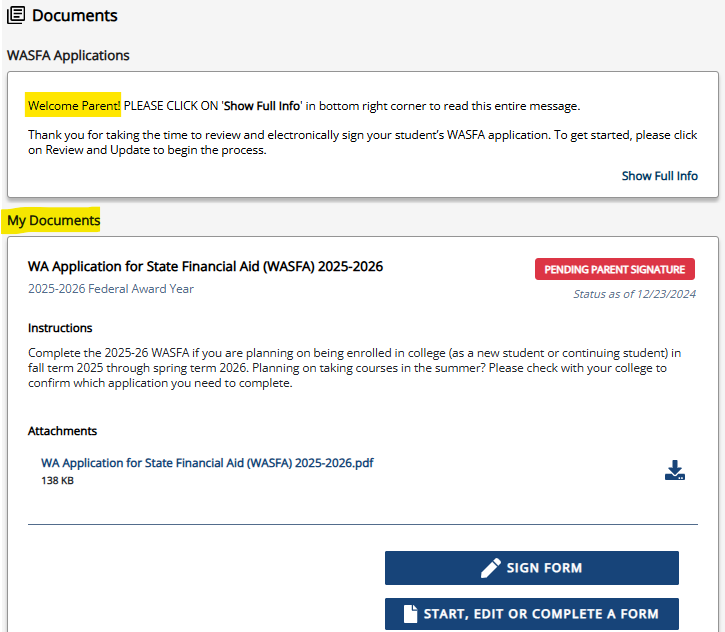


We recommend carefully typing in all required fields, as copying/pasting can sometimes paste an extra character, which can create a mismatch of information.



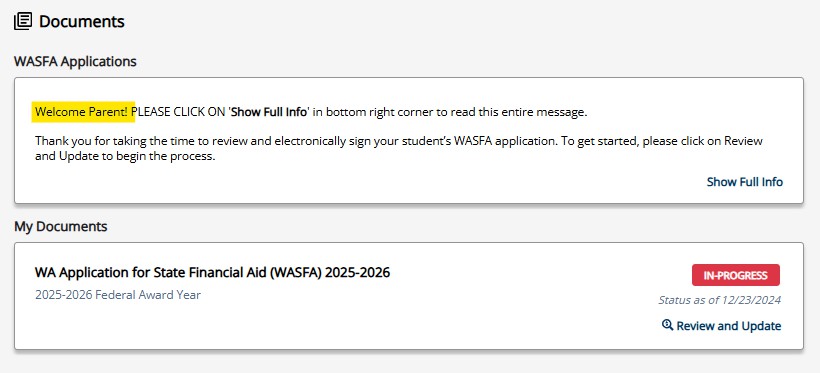
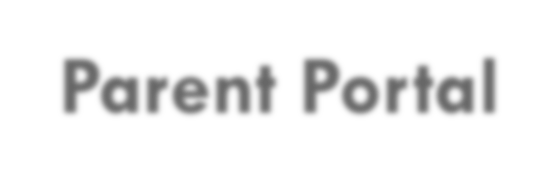
**Parent Signature Process (5 of 7)**

Once you complete the parent account validation, you will be redirected to the WASFA Documents page. The WASFA application home page will display any applications that are pending the parent’s signature.



Click on the  icon to open the application.

# Parent Portal

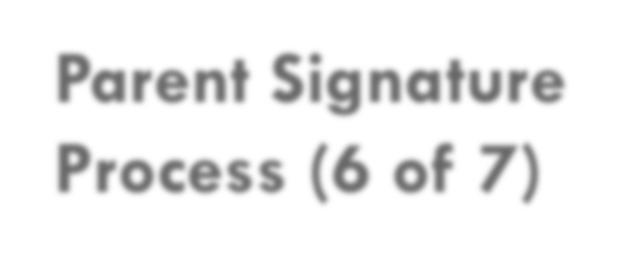
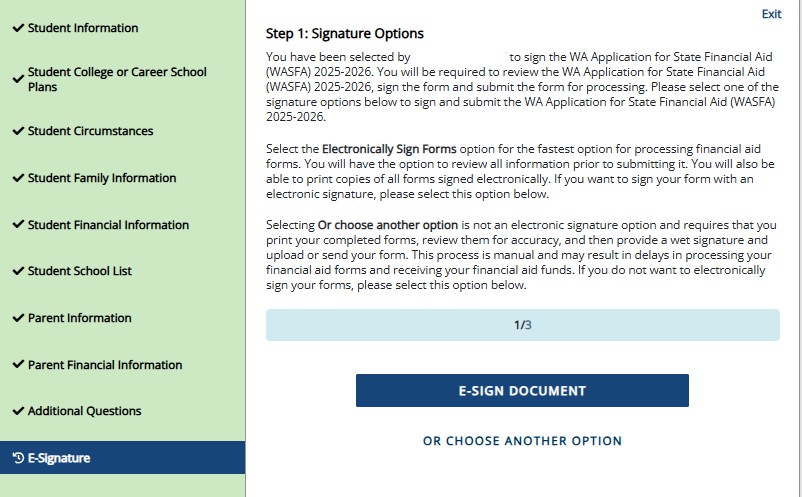


Once logged in, you will be directed to the Documents page. You will be able to tell that you are in the parent portal by looking at the name displayed on the top right corner next to the  icon.

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

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

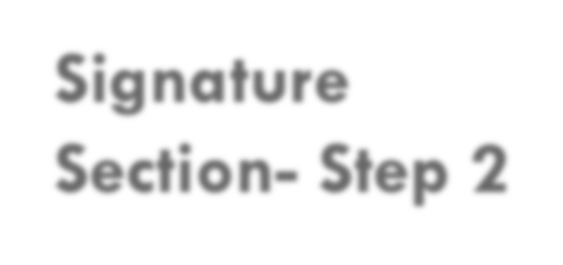
## Parent Signature Process (6 of 7)



Timmy Turner

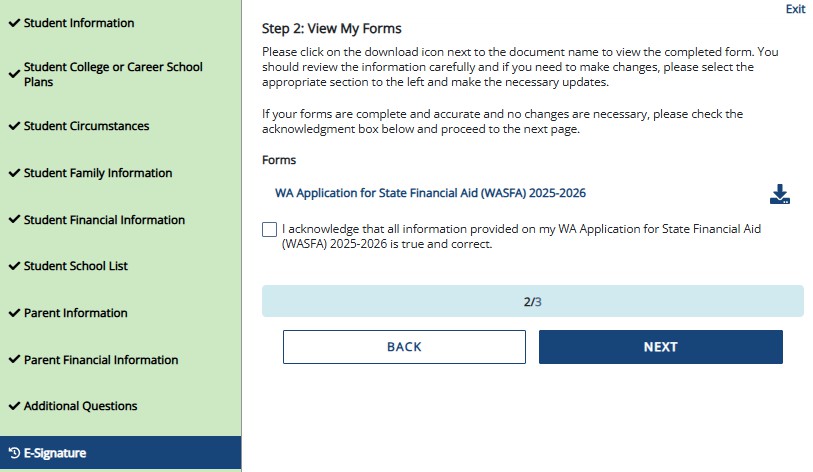
The parent should review the information the student has entered and click **Next** on each page, all the way to the end of the application.

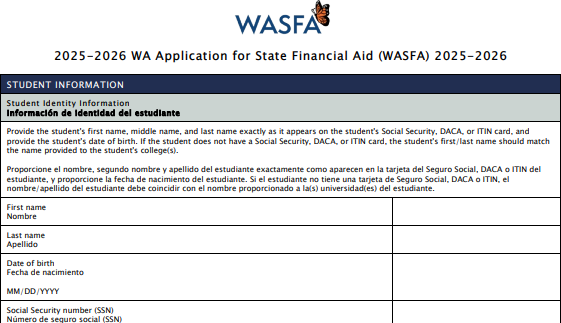
If any changes need to be made, the parent may make those changes at this time before signing.



**Signature Section- Step 2**

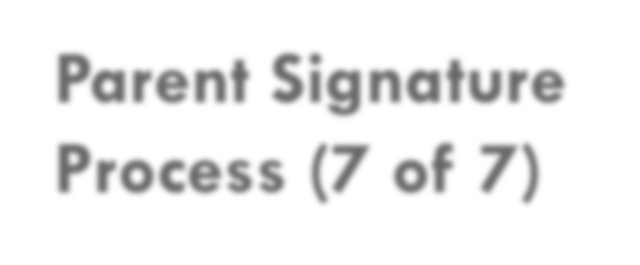
*The parent will repeat the same steps the student did to complete the electronic signature process.*



**E-Signature – The View My Forms** section is an opportunity to download and review all answers by clicking on the  icon. You **MUST**

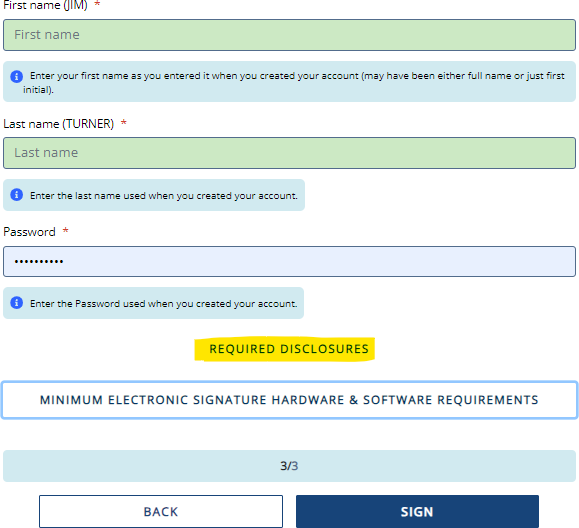
open and preview the downloaded form before you can acknowledge that the information is true and correct. *Please review answers carefully and make any needed corrections before signing.*

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



**Parent Signature Process (7 of 7)**

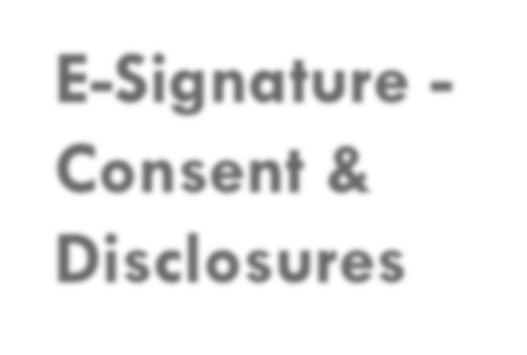
**Sign My Forms – Electronic Signature Process**. Please read the disclosures, which state that you are certifying the information you provided is true and correct.



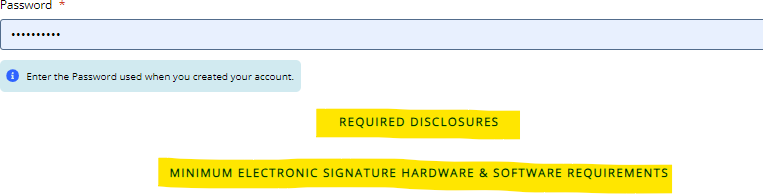
Name and password information entered must be exactly the same as when you created your

parent account. Then click **Sign**.

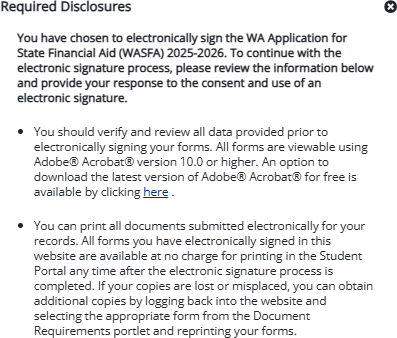
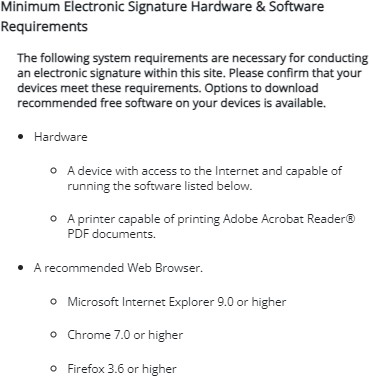
**Note:** Please ensure there are no extra spaces included as any extra characters will create a mismatch of information. We recommend typing all fields in.



**E-Signature - Consent & Disclosures**



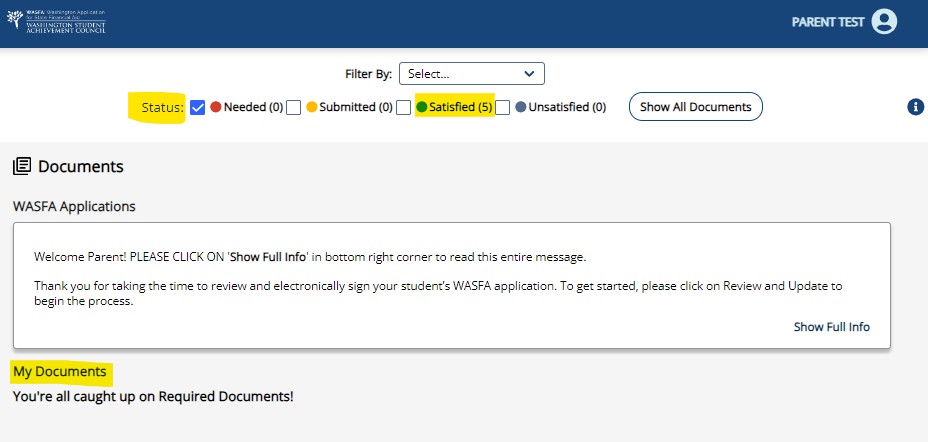
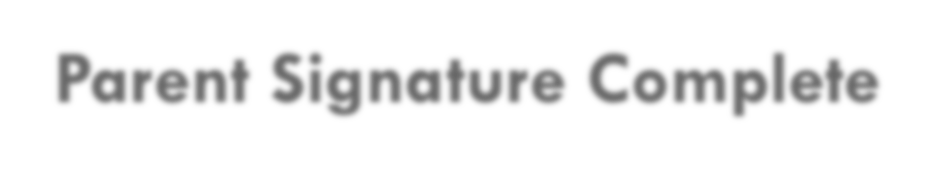
Electronic Signature Consent & Disclosures.



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



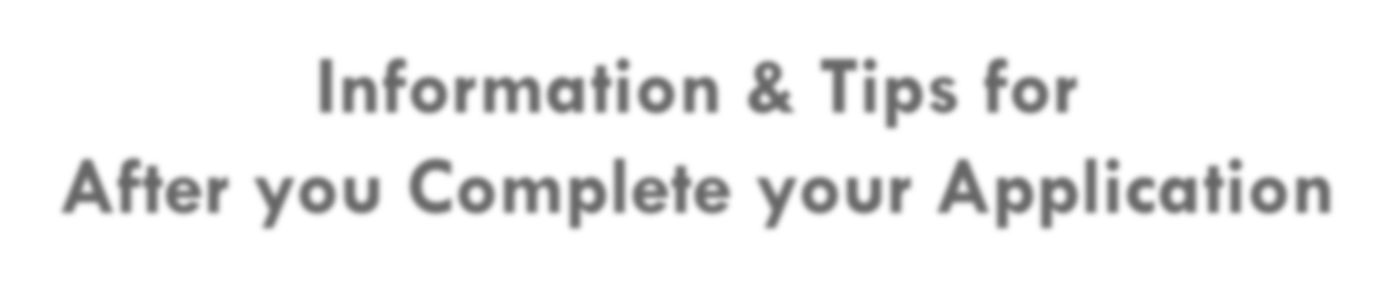
## Parent Signature Complete



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

Under the “My Documents” will display the underlined message on right.

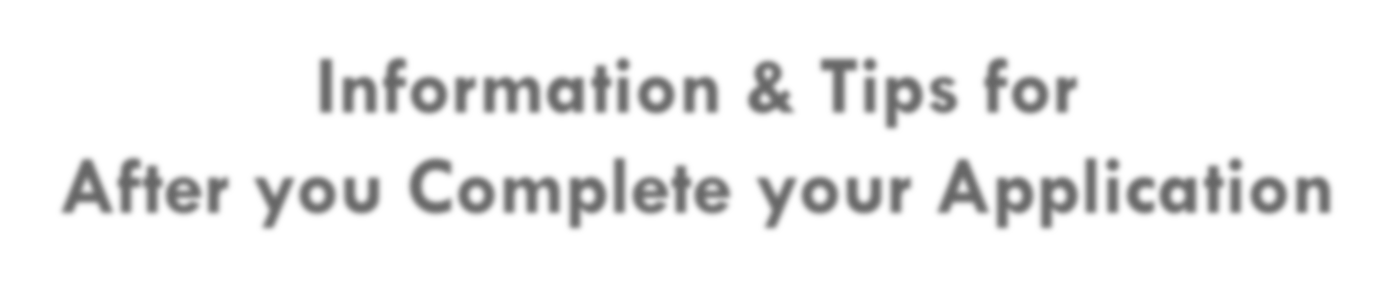
# Information & Tips for



**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, please **check with your school’s financial aid office**. Only your school can provide you with this information.

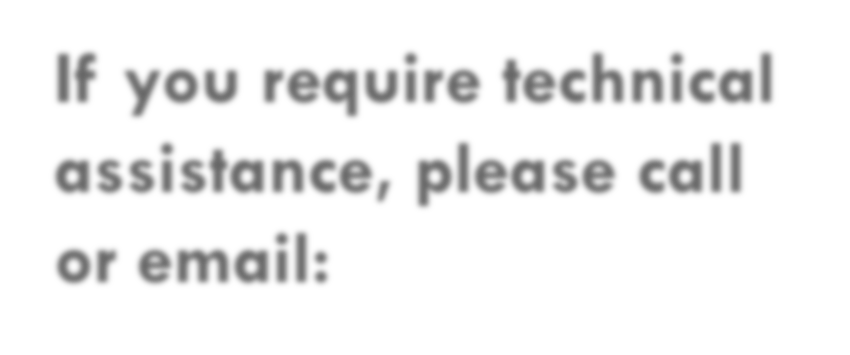
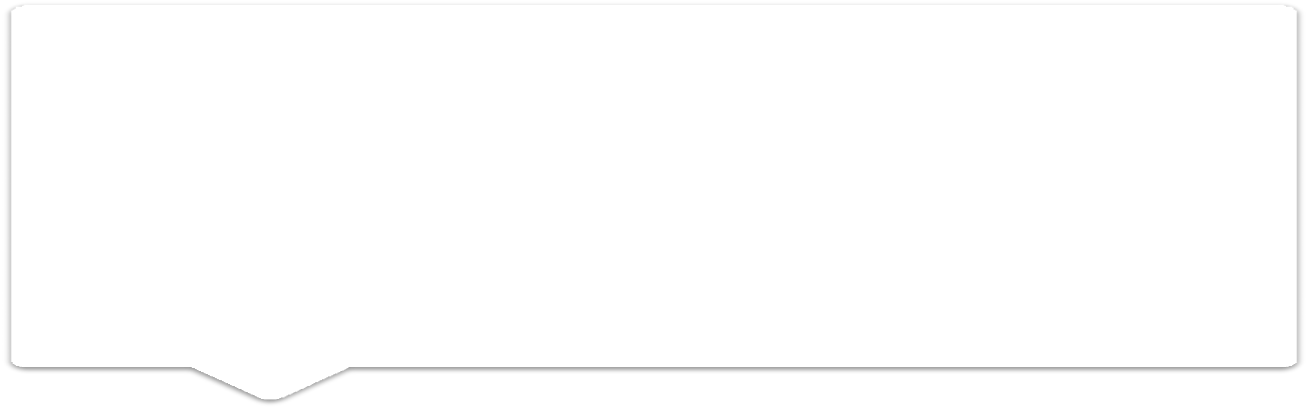
# Information & Tips for



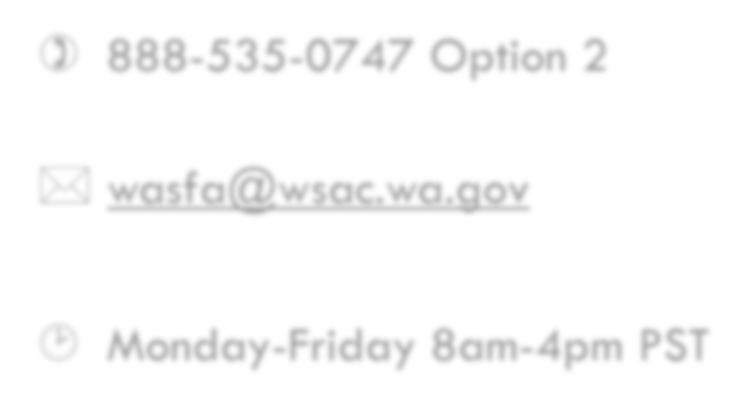
**After you Complete your Application**

##### 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. Your changes will not be updated if you do not re-sign your updated application before exiting.
      * If you make any edits to the parent information sections, then you will also need to send a new signature invitation to your designated parent.



**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