How to Complete the WASFA
Washington Application for State Financial Aid
WASFA Privacy Statement

The Washington Student Achievement Council (WSAC) administers state financial aid including the State Need Grant, 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 State Need Grant and 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.
The WASFA application can be found at [http://www.readysetgrad.org/wasfa](http://www.readysetgrad.org/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. 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.
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.
If you have filed a WASFA In the past and want to file a WASFA for a new year:

- If the last WASFA application you filled out was PRIOR to October 1, 2016, you will need to create a new WASFA account.
- If the last WASFA application you filled out was AFTER October 1, 2016, you need to sign into your WASFA account and then select the application year you wish to file.

For changes to a previously submitted WASFA, or to add a college to your WASFA:

- Sign into your WASFA account.
- Select the application you would like to change.
- Make the desired changes.
- Complete the electronic signature.

- If parent signature was required on the application, your parent will need to be invited to sign again.

Contact the Washington Student Achievement Council with questions at wasfa@wsac.wa.gov or 888-535-0747, option 2.
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.

After that 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.
Eligibility Questions for New Users

1. Are you a U.S. Citizen (U.S. National) or one of the following?
   - U.S. permanent resident with a Permanent Resident Card (also known as "Green Card").
   - Conditional permanent resident (Form I-551C).
   - Other eligible non-citizen with an Arrival-Departure Record (I-94) from the Department of Homeland Security showing any one of the following designations: "Refugee," "Asylum Granted," "Parolee," or "Cuban-Haitian Entrant."
   - A citizen of the Republic of Palau (PW), the Republic of the Marshall Islands (MI), or the Federated States of Micronesia (FM).
   - U.S. national (including natives of American Samoa or Swains Island).
   - A T-Visa holder.

2. Yes
3. No

2. The Washington Application for State Financial Aid or WASFA is a free application for state financial aid for students who are not eligible for federal aid because of immigration status, including undocumented students. After you complete the WASFA, the college(s) you choose will use your information to determine your state financial aid eligibility. State financial aid could include State Need Grant, the College Bound Scholarship, or State Work Study.

3. Do you currently have a Social Security Number (SSN), Tax ID, Work Authorization, or have current or expired Deferred Action for Child Arrival (DACA) status from the US Citizen and Immigration Services (USCIS)?
   - Yes
   - No

4. Will you have met all residency requirements below before enrolling in college?
   - Graduated from a Washington high school with a diploma, earned a GED, or earned a diploma equivalent. High school graduates must have finished their full senior year at a Washington high school.
   - Lived in Washington for at least three consecutive years (36 consecutive months) immediately before the date you earned a high school diploma, GED, or equivalent.
   - Continuous lived in Washington after the date you earned a high school diploma, GED, or equivalent.

5. WASFA Eligible
   - Based on your responses, you are eligible to file the Washington Application for State Financial Aid (WASFA). Please click the button below to begin your application.
   - Click here to apply

Note: You will be redirected from ReadySetGrad to our partnered website, Regent to complete your application. For more information, and to make future updates to your application, please visit: www.readysetgrad.org/wasfa.
To begin, create an account by selecting the Create Your Account button on the screen shown to the right.
Answer another FAFSA Eligibility Question. If eligible for FAFSA, applicant will be redirected to the FAFSA site. If not, applicant will continue to fill out WASFA application.
Create new account – Step 3

Register for new WASFA Account

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 and one lower case letter, and one number and 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

Select One

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

Secret Answer
Create new account – Step 3

Register for new WASFA Account

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.

Please double check the spelling of your name AND your Date of Birth.
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).
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:
Starting the WASFA

Select:

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 2019, you would choose the 2019-2020 application year.

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-2019 WA Application for State Financial Aid (WASFA)</td>
<td>Not Started</td>
<td></td>
</tr>
<tr>
<td>2019-2020 WA Application for State Financial Aid (WASFA)</td>
<td>Not Started</td>
<td></td>
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</tbody>
</table>
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.
As you move through the application process, the green menu on the left side will tell you what section you are on, and the numbers in the top green bar will tell you how many parts are in that section, and what part you are on. You need to hit “Save and Continue” on every page.
Application in progress

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

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

On Student's Family Information answer all questions as they relate to only the student and who the student financially supports. “Student’s Household Number of Family Members” should only count dependents the student financially supports by themselves. Same for number in college.

Example: If a student is unmarried with no children of their own, and is not financially responsible for anyone else, the student’s household number is 1, and the student’s number in college is 1. Other family members, such as parents and siblings, will be captured in the Parent’s section.
On **Residency Information** answer all the residency questions carefully and accurately.

In this section you are certifying the answers to: “Washington Residency Certification – (WA High School Graduate)” and “Certification Regarding Permanent Residency Application and Related Responsibilities”. Please read the descriptions carefully.
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.
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.
For **Parent Information** answer all questions as they relate to the parent/s and all the people they are responsible for supporting.

**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.
If your parent/s do not have a Social Security Number enter all zeroes.

**IMPORTANT:**

Parent/s do not need a Social Security Number for their child to apply for financial aid.
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’ 2017 or 2018 Federal Benefits Information**.
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.
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 window, check the box acknowledging your information is true and correct, then click on the Next button.
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.
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.
Electronic Signature

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 account. Then click on the Next button.

Invite your parent to sign your application
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. You will not receive an email confirmation.

If you are a dependent student, you will need to invite your parents to electronically sign your application. To invite a parent click on the button in the Actions column that is highlighted to the right.
Once you click on the “invite a parent to sign an application” button in the Actions column, it will bring up your parent choices. Choose **only one parent** and make sure their email address is correct. If necessary, correct or update the email address, then click on the **Save and Continue** button.

**IMPORTANT:**

The parent email address cannot be the same email address the student used to create the account, and the parent must use this email address to create their parent account to be able to sign and submit the student’s application.
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**.
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”.

You now can log out 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 in to your student account and send a new invitation. Once your parent has electronically signed your application, your application will say completed.
The parent you selected will receive an email like the one 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**.

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

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

**Sign My Forms** – The **Preview My Forms** section is an opportunity to review all the answers by clicking on the **View Form** button. You MUST open and preview this form before you can acknowledge that the information is true and correct. The form will open in a separate tab, once you have viewed it you can close the window, check the box acknowledging your information is true and correct, and click on the **Next** button.
Parent Electronic Signature

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

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

Sign My Forms – Electronic Signature Process. Please read the disclosures which 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 account. Then click on the **Next** button.
The WASFA application home page should now show the application is complete and the date it was completed. You will not receive an email confirmation.
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 award package with the amount and types of aid available.

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.
If you need to make any changes to your application once you have submitted it, please log back in to 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:

- **Phone:** 888-535-0747 Option 2
- **Email:** wasfa@wsac.wa.gov
- **Hours:** Monday-Friday 8am-4pm PST