WASFA
Washington Application for State Financial Aid

2022-2023 Application Guide
Overview

WASFA Privacy Statement

The Washington Student Achievement Council (WSAC) administers state financial aid including the Washington College 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 Washington College 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 state 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.
Getting started

The WASFA application can be found at https://wsac.wa.gov/wasfa

New users will be presented with a series of questions to determine if WASFA is the right financial aid application. If it is, a link to the WASFA application will appear. If not, a link to the FAFSA is provided.

Returning users wanting to renew their 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.
Eligibility Questions for new users

WASFA QUESTIONNAIRE

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
Eligibility Questions for new users

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  - Other personal reasons.

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The following questions will confirm if the WASFA is the correct application for you.

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 (MH), or the Federated States of Micronesia (FM).
- U.S. national (including natives of American Samoa or Swains Island).
- A T-Visa holder.

○ Yes
○ No

Previous  Next

WASFA QUESTIONNAIRE

2) Have you completed a Free Application for Federal Student Aid (FAFSA)?

○ Yes
○ No

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WASFA QUESTIONNAIRE

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: wasac.wa.gov/wasa.

Click here for WASFA

We encourage you to create a profile on thewashboard.org. On this free site, you can search and apply for scholarships that match your qualifications and interests.
Submit the FAFSA to apply for Washington state aid

Based on your responses, you are eligible to apply for federal aid. You should complete the Free Application for Federal Student Aid (FAFSA). The college(s) or program(s) you choose on the FAFSA will also determine your eligibility for state aid.

Click the link below to complete your application on the FAFSA website. For more information, or to update your application in the future, please visit fafsa.gov.

Click here for FAFSA

✓ Although I can apply for federal and state aid using the FAFSA, I am choosing to complete the WASFA. I understand that by completing the WASFA, I will only be considered for state aid.

Click here for WASFA

Previous
Create your account or log into your existing one

WASHINGTON APPLICATION FOR STATE FINANCIAL AID (WASFA)

LOGIN

Email Address:

Please enter a valid email address.

Password:

Please enter a password.

Forgot your password?

NEED AN ACCOUNT?

To access the WASFA, please create an account.

Sign In

Create Your Account

If you need technical support, contact us at 888-535-0747 or at wasfa@wsac.wa.gov.

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First time users: confirm your eligibility for WASFA or WASFA

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 Application for Federal Student Aid (FAFSA) or have you already submitted a FAFSA?

- Yes
- No

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Creating your new account – Privacy Notice

PRIVACY NOTICE TO WASFA APPLICANTS

The Washington Student Achievement Council (WSAC) administers state financial aid programs, 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.

A third party application service, Regent Education Inc., hosts the WASFA application for the state of Washington.

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. WSAC shares application information with campuses listed by the student so those schools may determine eligibility for resident tuition and financial aid. Regent Education Inc. and college campuses are not permitted to use the information for other purposes or share the date 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.

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 2022-23 application cycle, you must use information from your 2020 tax return.
• Additional financial information – such as child support statements, TANF or welfare information, real estate, stocks or bonds investments, family business or farm information. [MORE INFORMATION LATER]
• 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 new account

CREATE YOUR ACCOUNT

Please complete the following registration form

Email Address

Please ensure that this is a valid, permanent personal email address, not a school issued email, that you check regularly

Confirm Email Address

Create Password

At least one lower case letter
At least one upper case letter
At least 8 characters
At least one number or special character

Secret Question

Select One

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

Secret Answer

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).
Create your new account

Make sure your name, DOB, SSN match!

- 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.

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. 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.

371722

REGISTER  CANCEL
Choose the right year

Choose the right year

REMEMBER: You’ll fill out 2022-23 forms

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.

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020-2021 WA Application for State Financial Aid (WASFA)</td>
<td>Not Started</td>
<td></td>
</tr>
<tr>
<td>2022-2023 WA Application for State Financial Aid (WASFA)</td>
<td>Not Started</td>
<td></td>
</tr>
</tbody>
</table>
Fill out your application

Keep track of where you are in the application with this menu and avoid making mistakes.

Click on “Save & Continue” to move to the next page.

Keep track of where you are in the application by looking at the page number.
Fill out your application

No driver’s license? No problem! Just choose “No License” to move forward.

Leave blank if you don’t have any of these numbers. You can still complete your application.
Fill out your application
Fill out your application

THIS CAN BE CONFUSING: On Student Demographics section answer all questions as they relate to the student only and those financially supported by the student only. This applies 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.
Fill out your application – Washington State Residency

Why is this important? It will determine your eligibility for in-state tuition and state financial aid.

Choose what applies to you. Be mindful that if you won’t have one of these diplomas by next June, eligibility for aid may be limited.
Fill out your application – Washington State Residency

In this section you are certifying the answers to:
1. “Washington Residency Certification – (WA High School Graduate)”
2. “Certification Regarding Permanent Residency Application and Related Responsibilities”.

Choosing “I will not meet” will open questions for you to answer regarding DACA.
Fill out your application – Washington State Residency

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.
Choose your educational plans

**Tip:** Because there are limited positions, say “Yes” to work study. You can decline later if you change your mind.

HS Seniors: Even if you have *dual enrollment* or taken college credits (i.e. *Running Start*), you will choose this option.
Dependency Questions

- Over 24 years of age
- Enrolled in graduate programs
- Married
- With dependents
- Actively serving in the U.S. armed forces (other than training)
- Deceased, incarcerated parents or in foster care since age 13
- Emancipated or in legal guardianship (court intervention)
- Unaccompanied youth
- At risk or effectively experiencing homelessness

If you answered “No” to all questions, you are considered to be DEPENDENT and you will have to provide PARENT(S) information.

If you answered “Yes” to any questions, you are considered to be INDEPENDENT and you will NOT have to provide parent(s) information.
Dependency Questions

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.

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;
- 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 Questions

**Special Circumstances**

- 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.
Special circumstances

Some circumstances will be addressed while completing the financial aid application (FAFSA or WASFA). Others will require you to follow up with the financial aid office after completing the financial aid application.

Within the application:
- No social security number
- Parents’ marital status and taxes

Within application AND gather documentation:
- Homelessness
- Self-supporting
- Unaccompanied minor
- Foster Youth
- Deceased parents
- Incarcerated parents
- Emancipated, legal guardianship, ward of the court

Prepare dependency override petition:
- Unable to locate parents
- Staying with family members/friends

Prepare special circumstance appeal:
- Changes in family income
- Unexpected/additional expenses

In the next pages you’ll get to address many of the circumstances listed on this slide.
If you are determined to be “dependent”, you will be required to answer questions about your parents. However, you may be able to submit your application without parent information if you experience certain.
In case you are unable to provide parent information, you’ll no be presented with parent questions.
In this section, answer all questions as they relate to the student only, including additional income and federal benefits.

Don’t miss our financial handout that guides you through your tax returns and documents.

**Student’s 2020 Income**

Enter your (and your spouse’s) income tax for 2019. Income tax amount is the total of IRS Form L1040-line 14 minus Schedule 2-line 2. If negative, enter a zero here.
In this section, answer all questions as they relate to the student only, including additional income and federal benefits.

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### Student's 2020 Assets

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

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

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

- As of today, indicate the total net worth of your (and your spouse’s, if applicable) investments. Net worth means the current value, as of today, of investments, businesses, and/or investment farms, minus debts related to those same investments, businesses, and/or investment farms. If net worth is negative, enter 0.

  - Investments include real estate (do not include the home in which you live), rental property (includes a unit within a family home that has its own entrance, kitchen, and bath rented to someone other than a family member), trust funds, UGMA and UTMA accounts (do not include UGMA or UTMA if you are the custodian, but not the owner), money market funds, mutual funds, certificates of deposit, stocks, stock options, bonds, other securities, installment and land sale contracts (including mortgages held), commodities, etc.

  - Investments also include qualified educational benefits or education savings accounts (e.g., Coverdell savings accounts, 529 college savings plans and the refund value of 529 prepaid tuition plans).

  - Investments do not include the home you live in, the value of life insurance, retirement plans (401(k) plans, pension funds, annuities, non-education IRAs, Keogh plans, etc.) or cash, savings and checking accounts already reported in the "student cash, savings, and checking account amounts" question.

  - Investment value means the current balance or market value of these investments as of today. Investment debt means only those debts that are related to the investments.

#### Student's Businesses or Farm Net Worth ($)

- As of today, indicate the total net worth of your (and your spouse’s, if applicable) businesses and/or investment farms. Net worth means the current value, as of today, of investments, businesses, and/or investment farms, minus debts related to those same investments, businesses, and/or investment farms. If net worth is negative, enter 0.

  - Business and/or investment farm value includes the market value of land, buildings, machinery, equipment, inventory, etc. Business and/or investment farm debt means only those debts for which the business or investment farm was used as collateral.

  - Business value does not include the value of a small business if your family owns and controls more than 50 percent of the business and the business has 100 or fewer full-time or full-time equivalent employees. For small business value, your family includes (1) persons directly related to you, such as a parent, sister or cousin, or (2) persons who are or were related to you by marriage, such as a spouse, step-parent or distant-in-law.

  - Investment farm value does not include the value of a family farm that you (your spouse) live on and operate.
In this section, answer all questions as they relate to the student only, including additional income and federal benefits.

Don’t miss our financial handout that guides you through your tax returns and documents.
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<table>
<thead>
<tr>
<th>Student's 2020 Untaxed Income</th>
<th>Schedule 1, add lines 15 + 19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s Pension Payments</td>
<td>-</td>
</tr>
<tr>
<td>- Indicate the total amount of any payments made by you or your spouse, if applicable, 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.</td>
<td></td>
</tr>
<tr>
<td>Student’s IRA Payments</td>
<td>0</td>
</tr>
<tr>
<td>- Indicate the total amount of any IRA deductions and payments made by or your spouse, if applicable, to self-employed SEP, SIMPLE, Keough and other qualified plans from IRS Form 1040</td>
<td></td>
</tr>
<tr>
<td>Student’s Child Support Received</td>
<td>0</td>
</tr>
<tr>
<td>- Indicate the total amount of any child support payments received by you or your spouse, if applicable, for any of your children. Don’t include foster care or adoption payments.</td>
<td></td>
</tr>
<tr>
<td>Student’s Interest Income</td>
<td>0</td>
</tr>
<tr>
<td>- Indicate the total amount of any tax exempt interest income received by you or your spouse, if applicable, and reported on IRS Form 1040-line 2a.</td>
<td></td>
</tr>
<tr>
<td>Student’s Military or Clergy Allowances</td>
<td>0</td>
</tr>
<tr>
<td>- Indicate the total amount of any housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits). Don’t include the value of on-base military housing or the value of a basic military allowance for housing.</td>
<td></td>
</tr>
<tr>
<td>Student’s Veterans Noneeducational Benefits</td>
<td>0</td>
</tr>
<tr>
<td>- Indicate any Veterans noneducation benefits, such as Disability, Death Pension, or Dependency &amp; Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.</td>
<td></td>
</tr>
<tr>
<td>Student’s Other Untaxed Income</td>
<td>0</td>
</tr>
<tr>
<td>- Indicate the total amount of any other untaxed income not reported in items above, such as workers’ compensation, disability benefits, etc. Don’t include extended foster care benefits, student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, Supplemental Security Income, Workforce Innovation and Opportunity Act educational benefits, on-base military housing or a military housing allowance, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.</td>
<td></td>
</tr>
<tr>
<td>Student’s Other Non-Reported Money Received</td>
<td>0</td>
</tr>
<tr>
<td>- Indicate the total amount of any money received by you or your spouse, if applicable, or paid on your behalf (e.g., bills), that you have not reported elsewhere on this application. This includes money that you received from a non-custodial parent or other person that is not part of a legal child support agreement.</td>
<td></td>
</tr>
<tr>
<td>Money received, or paid on your behalf, also includes distributions to you (the student beneficiary) from a 529 plan that is owned by someone other than you or your parents (such as your grandparents, aunts, uncles, and non-custodial parents). You must include these distribution amounts in question 45.</td>
<td></td>
</tr>
</tbody>
</table>
In this section, answer all questions as they relate to the parent(s) only, including additional income and federal benefits.

Don’t miss our financial handout that guides you through your tax returns and documents.
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Don’t miss our financial handout that guides you through your tax returns and documents.
If the family receives federal benefits such as Medicaid, SSI, food assistance, free or reduced price school lunch or any other assistance, those numbers will be captured on this page under the Parents’ 2019 or 2020 Federal Benefits Information.
Parents' 2020 Additional Financial Information

Parents' Child Support Paid

0

Indicate the total amount of child support paid by your parents because of divorce or separation or as a result of a legal requirement. Don't include support for children in your parents' household.
Parent Information

Parents' 2020 Untaxed Income

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

- **Parents' Child Support Received**
  - Indicate the total amount of any child support payments received by your parents for any of your children. Don't include foster care or adoption payments.

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

- **Parents' Veterans Noneducation Benefits**
  - Indicate any Veterans noneducation benefits, such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.

- **Parents' Other Untaxed Income**
  - Indicate the total amount of any other untaxed income not reported in items above, such as workers' compensation, disability benefits, etc. Don't include extended foster care benefits, student aid, earned income credit, additional child tax credit, welfare payments, untaxed social security benefits, supplemental security income, workforce innovation and opportunity act educational benefits, on-base military housing or military housing allowance, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.
Select the schools you are considering attending, even if you haven’t applied or been accepted. You may choose up to 10 schools. Give yourself backup options! This will signal schools that you are considering attending and it will allow you to get your financial aid application submitted by the financial aid priority deadline 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 or make a correction on your WASFA account.
This section gives you 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.
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.
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.
Sign your forms

Electronic Signature Process. Please 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: Student Name
   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.
   Current State: [ ]
      Place (City and State) Where Electronic Signature Was Completed.

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.

In the next page, you will have to invite your parent to sign your application.

Then click on the Next button.
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 one of 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.

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**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.

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2022-2023 WA Application for State Financial Aid (WASFA)</td>
<td>Incomplete – Parent Signature Pending</td>
<td>📦 Start, edit or complete an application.</td>
</tr>
</tbody>
</table>

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Invite your parent to sign

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.

The parent email address cannot be the same email address as the student’s. The parent must use the email address entered here in order 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 you 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 show your application is “Incomplete-Parent Signature Pending”.

Once your parent has electronically signed your application, your application will say completed.
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.

Follow this link to create parent account
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 save your password and answer to the secret question as you will have to use it again.

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.
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.

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.
The WASFA application home page will now show the application is complete and the date it was completed. You will not receive an email confirmation.
Next steps

▪ 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 state aid available.
▪ If you want to see what your Expected Family Contribution (EFC) is, log back into your account, open your Student Aid Report and scroll to the last page.
▪ 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.
▪ 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.
For assistance:

Washington Student Achievement Council:

- 888-535-0747 Option 2
- wasfa@wsac.wa.gov
- Monday-Friday 8am-4pm PST

Scholarship Services @ College Success Foundation:

- scholarshipservices@collegesuccessfoundation.org
- Monday-Friday 8:30am-4:30pm PST