

Guide to Completing the FAFSA



**THE STUDENT HAS THE
OPTION TO COMPLETE
THE FREE APPLICATION
FOR FEDERAL STUDENT
AID (FAFSA)**

- ▶ Through the Internet, accessing the page <https://studentaid.gov/>
- ▶ Downloading the myStudentAid application on your smartphone

TO FACILITATE THE PROCESS, HAVE THE FOLLOWING DOCUMENTS AT HAND

- ▶ Federal Student Aid ID
- ▶ Social Security Number (yours and your parents', if you are their dependent).
- ▶ Driver's license ID
- ▶ Income Tax Return with all the supporting documents, from two taxable years prior to the one you are requesting, of the student and of the parents, if you are their dependent.
- ▶ Information about the income of other family members, except Social Security benefits and PAN (Nutritional Assistance Program), if applicable
- ▶ High School's name and address.



COMMON ERRORS WHEN COMPLETING THE FAFSA

- ▶ Leave high school question unanswered
- ▶ The selection of accommodation: On campus -It is for the student who wants to live in the university's dormitories. This option is available at the San Germán, Bayamón and Optimetría campuses
- ▶ Incorrect social security number of student or parents
- ▶ Student or parent's date of birth format (month / day / year)
- ▶ Incorrectly selecting the academic degree
- ▶ Year in which you will be studying (maximum 4th year), if you are an undergraduate student
- ▶ Incorrect address format

IMPORTANT NOTE:

- Use the IRS data transfer and consultation tool provided by the FAFSA to complete the income portion, if you file a federal tax return.
- Apply on time and you will have more opportunities to receive other financial aid!
- The UIPR is licensed by the Board of Post-Secondary Institutions of Puerto Rico and is accredited by the Middle States Commission on Higher Education

EVERY APPLICANT MUST HAVE A FEDERAL STUDENT AID ID (FSA ID)

(FSA ID - Federal Student Aid ID) consists of a username and a password that will be used to sign the application electronically, make changes or know its status.

For students who are dependent on their parents, a parent will need to request their own FSA ID to sign the student's FAFSA digitally. You can apply for the FSA ID by going to: <https://studentaid.gov/fsa-id/sign-in> landing when completing the FAFSA.

Your FSA ID is used to sign documents digitally. It has the same legal weight as a written signature. Do not give your FSA ID to anyone, not even the person who helps you fill out the FAFSA. By sharing your FSA ID, you could be at risk of identity theft!



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COMPLETE THE FAFSA ELECTRONICALLY

- ▶ Access [https:// studentaid.gov/fsa-id/sign-in](https://studentaid.gov/fsa-id/sign-in) or through the mobile application
- ▶ Select the language of your preference: English / Spanish
- ▶ If you are a freshman or applying for the first time, press Start the FAFSA
- ▶ If you are a renewal student, press Return to FAFSA

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COMPLETE THE SECTIONS OF:

- ▶ Student data
- ▶ Selection of Educational Institutions
 - Enter the federal code and press search, then choose the educational institution from the chart and press add.
 - Indicate your intended accommodation (lodging) for each of the institutions included in the list.
 - Determination of the dependency situation

For purposes of the Federal Department of Education, in order to determine the eligibility of a participant, only the emancipations conferred by a Court of competent jurisdiction in the individual's State of residence will be valid.

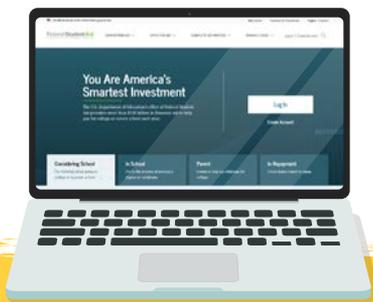
- Personal data of parents
- Financial information of parents, student and spouse, if applicable.
- ▶ Basic requirements for participation



Use the federal code from your campus

AGUADILLA	003939
ARECIBO	005026
BARRANQUITAS	005027
BAYAMÓN	005028
FAJARDO	010763
GUAYAMA	010764
METRO	003940
PONCE	005029
SAN GERMÁN	042542
SCHOOL OF LAW	G42509
SCHOOL OF OPTOMETRY	G42510

**Download the
myStudentAid mobile app
on your smartphone or visit
www.fafsa.ed.gov**



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This section relates to income for students, spouses, and their parents. Below you will find a brief explanation of the correspondence between the FAFSA questions and the tax returns on income from Puerto Rico and the US.

PUERTO RICO TAX RETURN AND FEDERAL TAX RETURN

Note: These lines correspond to the form issued by the Department of the Treasury of P.R. and the Federal IRS, not the W-2 form.

- ▶ Questions 36 (student) and 84 (parents')

What was your adjusted gross income in 2020?

*PR form: page 2 Part 1 line 5
IRS Form 1040: Line 11*

- ▶ Questions 37 (student) and 85 (parents')
Write the amount of your income tax for 2020. (Tax Liability)

*PR form: page 2 Part 3, line 26
IRS Form 1040: Line 22 minus Schedule 2, Line 2 (If it is negative, write a zero)*

Questions 38 and 39 ask for information on the income obtained for work (wages, salaries, tips, etc.) in 2020.

Answer these questions whether or not a tax return has been filed.

- ▶ Questions 38 (student) and 86 (father / mother / stepfather / stepmother 1)
In 2020, how much did you earn from your work?

*PR form: page 2 Part 1, the sum of line 1B, 1C letters G, M, P, Q, R and S
IRS Form 1040: line 1 + Schedule 1—lines 3 + 6 + Schedule K-1 (IRS Form 1065)— Box 14 (Code A)*

If any of the items is negative, do not include it in the calculation.

- ▶ Questions 39 (spouse) and 87 (father / mother / stepfather / stepmother 2)
In 2020, how much did you earn from your work?

*PR form: page 2 Part 1 the sum from line 1B, 1C letters G, M, P, Q, R and S
IRS Form 1040: line 1 + Schedule 1—lines 3 + 6 + Schedule K-1 (IRS Form 1065)— Box 14 (Code A)
If some any of the items is negative, do not include it in the calculation.*

- ▶ Questions 43a (student) and 91a (parents') Education Credits
*PR form: page 2 Part 3 line 27D
IRS Form 1040: Schedule 3 line 3*

- ▶ Questions 44a (student) and 92a (parent)
Additional Financial Information. W2 PR: (Wage and Tax Statement)
Non-taxable income

- Government Retirement Fund (line 14)
- Contributions to pension plans and tax-deferred savings (line 15 CODA PLANS)
- Exempt Wages (lines 16, 17 and 18)
- Contributions to the Save Program and Double your Money (line 19)

W2 federal

Non-taxable income

- Contributions to retirement plans (Items 12a to 12d (Codes D, E, F, G, H and S))

- ▶ Questions 44b (student) and 92b (parents') Deductions and payment to IRA account
PR form: Schedules J, K, L, M and Part 3 Line 28
IRS Form 1040: Schedule 1 Part II line 15 + line 19
- ▶ Questions 44d (student) and 92d (parents') Tax-exempt interest income
PR return: Schedule IE part II line 2 letters from A to I. Schedule FF part 1, line 4
IRS Form 1040: Page 1-line 2a
- ▶ Questions 44e (student) and 92e (parents') Untaxed portions of IRA distributions and pensions:
PR return Ira account distribution: Schedule F Part 1 line 2
PR return Pension Distribution: Schedule H Part 2 line 8
PR return Schedule IE: Part II line 15
IRS Form 1040 Page 1-line 4a + 5a - line 4b + 5b Exclude rollovers
If negative, enter a zero here

PUERTO RICO TAX RETURN SCHEDULE CO (Optional tax computation)

- ▶ Questions 36 (student) and 84 (parents')
What was your adjusted gross income in 2020?
PR form: Schedule CO line 6 letter B y C
- ▶ Questions 38 (student) and 86 (parents')
In 2020, how much did you earn from your work? (salary, wages, tips, etc.)
PR form: Schedule CO line 1 and 2 (B and C), line 3 letters G, M, P, Q, R and S

- ▶ Questions 37 (student) and 85 (parents')
Write the amount of income tax earned for you in 2020. (Tax liability)
PR form: page 2 Part 3, line 26

PUERTO RICO TAX RETURN SCHEDULE IE

(Excluded and exempt income)

- ▶ Questions 44h (student) and 92a (parents') Includes excluded income such as life insurance benefits, gifts, inheritance, compensation for injury or illness, etc. and exempt income such as unemployment benefits, interest, COLA and others. All income reported on Schedule IE is reported on the FAFSA in the nontaxable income section, except:
 - Social Security benefits
 - Compensation received for active duty in combat zone (Combat Pay)
 - Expenses reimbursed by an employer for travel, food, lodging expenses, etc.
 - CAFETERIA PLAN

PUERTO RICO TAX RETURN SCHEDULE B3 INDIVIDUAL

Federal Stimulus Grants for the COVID-19 pandemic paid to taxpayers and reported on Schedule B3, are not reported on the FAFSA.



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SIGN AND SUBMIT

In order to submit your FAFSA, you must read the terms of use and choose Accept. Press to submit the FAFSA. If you are student who is dependent on your parents, one of them must sign.

WHAT HAPPENS AFTER I COMPLETE THE FAFSA?

The answer is received within three days after submitting the application, you will receive a message with a link to the SAR (Student Aid Report). If you do not receive the answer within three days, access the FAFSA page (www.fafsa.gov) and in Section 3 select the option: "Check status of the submitted FAFSA" or "View Student Aid Report", Using your "FSA ID" you can verify the status of the grant.



WHAT DOES IT MEAN IF THE FAFSA IS SELECTED FOR VERIFICATION?

If the FAFSA answer includes an asterisk (*) on the right side of the Expected Family Contribution (EFC). This asterisk means that your application was selected by the Federal Department of Education's Central Processing System (CPS) to be reviewed in a process called verification. The Financial Aid officer will verify that the information you submitted on the FAFSA is correct and they can request additional information from you for this purpose. If there is any discrepancy in what you reported on your FAFSA and the documents you submitted, the information submitted on your Free Application for Federal Student Aid will need to be corrected.



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