

**FAFSA Hints & Tips**

This document lists some FAFSA Hints and Tips to help you avoid the most common problems or delays in the process. A "clean" FAFSA can be processed by the college within three days of arrival. FAFSAs with missing, incomplete, or incorrect data could cause a delay of **3 - 6 weeks** in the process, or cause you to not get the aid for which you might be eligible. **Do the FAFSA early, once each year.**

**Rejection**

FAFSA rejection happens when you leave important information blank (like signature, or citizenship status.) It means you need to correct the FAFSA and send it back to the Central Processor. The most common causes of FAFSA rejection are:

Cause	Resolution
Missing Signature(s)	Sign the FAFSA or use your PIN if doing the FAFSA on the web. If you are a dependent student, at least one parent should sign.
Missing Parent Data (for dependent students)	Be sure to include your parent data based on how you answer Step Three on the FAFSA. Omitting parental data will cause the FAFSA to reject.
Missing Citizenship response	Remember to complete this question with the correct response.

**Verification**

Verification happens when the FAFSA data does not "fit" certain parameters established by the central processor OR it can be a random selection. Incorrect responses to the income portions of the FAFSA will trigger verification. To reduce your chance of being selected, pay close attention to the fields listed below:

Field	Resolution
Reporting Income Tax Paid	Common error. Read the directions. Check your tax form and only report <b>Income Tax Paid as referenced on the FAFSA instructions</b> . If this field is wrong, your FAFSA will be selected for verification.
Amount from Worksheet A	Report Earned Income Credit (EIC) and Additional Child Tax Credits here. Worksheet A is the summary of various tax credits and Social Security Benefits. If you got EIC, or Additional Child Tax credit and do not report it here, the FAFSA will get selected for verification.
Exemptions	Put the correct total of exemptions from your IRS tax form.

**Other Common Pitfalls**

The Central Processor matches your Name, SSN, and birthday with several other federal listings. If they cannot match exactly on Name, SSN, & birthday, it will add weeks to the processing time.

Field/Situation	Resolution
SSN	Check your Social Security Number, be sure it is correct!
Birthday	Be sure this date is correct.
Name	Use the <b>full name</b> currently on file with the <i>Social Security Administration</i> .
Have a Legal Guardian?	<b>Legal Guardian data does NOT belong on the FAFSA</b> . If you have a legal guardian, please call the Central Financial Aid office so we can help.
Working on Masters or Doctorate?	Step 3, the answer to this question is NO for all JSR students.
Family Size	Read the instructions carefully and report the correct family size.
School Code	Add the JSR school code 003759 in step six so we can get your FAFSA.
Drug Question	If you leave this blank, you will not be eligible for grants or loans.
Foreign Born	If you were foreign born, be prepared to provide the Central Aid office with copies of documents that prove your US citizenship.
Married	If you are married at the time you do the FAFSA, report your spouse income and tax information.
Annual Income	On worksheets A, B, or C be sure to include annual (not monthly) amounts.