## 2016-2017 Peer Advising Guide and Checklist

Your appointment with a Financial Aid Peer Advisor will be on:

<table>
<thead>
<tr>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
</tr>
</thead>
</table>

Date: ____________________________ @ _____________ AM/PM

Your Peer Advisor will be: ____________________________________________

If you need to cancel or reschedule your appointment, please call our office at (808) 934-2712. If you are more than 15 minutes late for your appointment it will be cancelled and you will need to contact our office to reschedule.

### CHECKLIST:

*Please bring the following applicable items to your appointment or the appointment will be rescheduled.*

- [ ] Student’s driver’s license number
- [ ] Birth date(s) and social security number(s) of student, spouse (if married), parents (if dependent)
- [ ] All Federal Tax Returns for 2015 (1040, 1040A, 1040EZ, etc) this includes student, spouse (if married), parents (if dependent).
- [ ] All W2’s forms for 2015 for student, spouse (if married), parents (if dependent).
- [ ] Untaxed income such as worker’s compensation
- [ ] Total balance of cash on hand and current balances of savings and checking accounts for student, spouse (if married), parents (if dependent).
- [ ] Documentation of business and/or investment farms
- [ ] Alien registration card if student is NOT a U.S. citizen
- [ ] FSA ID* for student and parent (if student is a dependent)

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*In order to apply for financial aid, an FSA ID must be created prior to your appointment. To create a FSA ID, go to [fsaid.ed.gov](http://fsaid.ed.gov). A separate FSA ID is required for the student and parent if student is dependent.*
Do I Have to Provide My Parents' Information on the Free Application for Federal Student Aid (FAFSA)^

All applicants for federal student aid are considered either "independent" or "dependent." Dependent students are required to include information about their parents on the FAFSA. By answering a few questions, you can get a good idea of which category you fit into.

Will you be 24 or older by Dec. 31 of the school year for which you are applying for financial aid?

- Yes
- No

Will you be working toward a master's or doctorate degree (such as M.A., M.B.A., M.D., J.D., Ph.D., Ed.D., etc.)?

- Yes
- No

Are you married or separated but not divorced?

- Yes
- No

Do you have children who receive more than half of their support from you?

- Yes
- No

Do you have dependents (other than children or a spouse) who live with you and receive more than half of their support from you?

- Yes
- No

At any time since you turned age 13, were both of your parents deceased, were you in foster care, or were you a ward or dependent of the court?

- Yes
- No

Are you an emancipated minor or are you in a legal guardianship as determined by a court?

- Yes
- No

Are you an unaccompanied youth who is homeless or self-supporting and at risk of being homeless?

- Yes
- No

Are you currently serving on active duty in the U.S. armed forces for purposes other than training?

- Yes
- No

Are you a veteran of the U.S. armed forces?

- Yes
- No

You may be a **Dependent Student**

If none of the criteria listed above apply to you, you may be considered a dependent student and may be required to provide your parents' financial information when completing the FAFSA.

You may be an **Independent Student**

If you answered yes to any of these questions, then you may be an independent student. You may not be required to provide parental information on your FAFSA.

If you have questions about your dependency status or need more information, please visit StudentAid.gov/dependency.
WHO’S MY PARENT WHEN I FILL OUT MY FAFSA®?

Dependent students are required to report parent information on the Free Application for Federal Student Aid (FAFSA). For reporting purposes, “PARENT” means your legal (biological or adoptive) parent or stepparent, or a person that the state has determined to be your legal parent.

Use this guide to figure out which parent’s information to include (depending on your family situation).

The following people are not your parents unless they have legally adopted you:
- Stepfather
- Grandparents
- Foster Parents
- Legal Guardians
- Older Brothers or Sisters
- Aunts or Uncles

If you’re not sure whom to report as a parent, you can visit StudentAid.ed.gov/fafsa/filling-out/parent-info or call 800-4-FED-AID (800-433-3243).

1. If you’re not sure whether you are a dependent student, go to StudentAid.ed.gov/fafsa/filling-out/dependency
How to create an FSA ID

The FSA ID — a username and password — has replaced the Federal Student Aid PIN and must be used to log in to certain U.S. Department of Education websites. Your FSA ID confirms your identity when you access your financial aid information and electronically sign Federal Student Aid documents. If you do not already have an FSA ID, you can create one when logging in to fafsa.gov, the National Student Loan Data System (NSLDS®) at www.nslds.ed.gov, StudentLoans.gov, StudentAid.gov, and Agreement to Serve (ATS) at www.teach-ats.ed.gov.

Tip: Important: Only the owner of the FSA ID should create and use the account. Never share your FSA ID.

**Step 1** When logging in to one of the websites listed above, click the link to create an FSA ID.

**Step 2** Create a username and password, and enter your e-mail address.

**Step 3** Enter your name, date of birth, Social Security number, contact information, and challenge questions and answers.

**Step 4** If you have a Federal Student Aid PIN, you will be able to enter it and link it to your FSA ID. You can still create an FSA ID if you have forgotten or do not have a PIN.

**Step 5** Review your information, and read and accept the terms and conditions.

**Step 6** Confirm your e-mail address using the secure code, which will be sent to the e-mail address you entered when you created your FSA ID. Once you verify your e-mail address, you can use it instead of your username to log in to the websites.

You can use your FSA ID to sign a FAFSA right away. Once the Social Security Administration verifies your information in one to three days, or if you have linked your PIN to your FSA ID, you will be able to use your FSA ID to access the websites listed above. For help, visit StudentAid.gov/fsaid.
Guide Sheet for Creating an FSA ID

Use this guide sheet to help you complete the FSA ID process. Do not share this Information with anyone.

Student Information: The following information must be entered correctly on your FSA ID to prevent delays.

Username: ________________________________
Password: ________________________________
Email Address: ________________________________
Date of Birth: ___/___/______ Social Security #: ___  ___  ___  ___  ___  ___
Address: __________________________________________
Phone Number: (___ ___) ____________________________

Challenge Questions: You will be asked to create 5 challenge questions. Below are some examples. Write your questions and answers below.

- What was the name of your elementary school?
- What is the nickname of your youngest sibling?
- What city were you born in?
- Who was your first boss?
- What was the name of your first pet?
- What is the name of the hospital you were born in?
- What color was your first car?

Question #1: __________________________________________

Answer #1: __________________________________________

Question #2: __________________________________________

Answer #2: __________________________________________

Question #3: __________________________________________

Answer #3: __________________________________________

Question #4: __________________________________________

Answer #4: __________________________________________

Question #5: Choose a significant date in your life (MM/DD/YYYY): ___/___/______

Federal Student Aid PIN (if you have one): __________________________