



## HOW TO FILE THE 2020-2021 FAFSA

### Sign in to FAFSA

- Go to [www.FAFSA.gov](http://www.FAFSA.gov) and log in
  - If you **have not** completed your FAFSA, you will select 'Complete FAFSA' or 'FAFSA Renewal'
    - **You will need to create an FSA ID at <https://fsaid.ed.gov/> if you have not already. Once you register your FSA ID you can use it to file and submit your FAFSA.**
  - If you **have** completed a FAFSA you will need to select 'Make FAFSA Corrections'.
  - Complete demographic information (Name, address, phone number)
  - On the next page select high school completion, grade level, and degree seeking.

### School Selection

- Select the tab the says 'School Selection'
  - Enter the 'Federal Schools Code' for Lourdes, **003069** and 'Search'
  - Select Lourdes and then 'Add'.
    - After going to the next page, you will need to select your housing plans for Lourdes. Your options will be: Off Campus, With Parent, On Campus.

### Financial Information

- You will be asked if you have completed your IRS income tax return for 2018. If you filed in 2018, you will need to enter your filing status, and which tax return was filed.
- Using your 1040, enter the information as asked. There will be a 'Help and Hints' box to the right side if you are not sure where to find the information needed.
- You will also be given the option to use the IRS Data Retrieval Tool. This tool links to the IRS website and transfers your tax information into the FAFSA. It is recommended to use this tool to save time and ensure accuracy. You will need to provide the address that is listed on your 2018 1040 in order for the tool to work.

### Sign & Submit

- Once your information has been changed you will sign and submit your FAFSA.
  - Select the 'Sign and Submit' tab.
    - Enter the FSA ID and select 'Sign'
    - If you agree to the terms, click 'I Agree'
    - **Do this for the student AND parent**
  - Select the 'Submit My FAFSA Now' button.
    - You will be taken to a confirmation page if your FAFSA has been successfully submitted.
      - Lourdes will receive your new or corrected FAFSA within 7-10 business days of your submitting it.