

## How To Submit the 2024–25 FAFSA® Form if Your Contributor Doesn't Have an SSN

Provided below are instructions to help students and their contributors successfully navigate the FAFSA form. This includes answers to frequently asked questions and help with issues that might impact the user experience.

### Issues that may impact user experience include the following:

- *All contributors without an SSN, including those with an Individual Taxpayer Identification Number (ITIN), will need to manually enter their financial information. We still encourage all impacted users to enter an ITIN, if they have one. At a later date, the U.S. Department of Education will work to retrieve federal tax information via the direct data exchange with the IRS and will reprocess the form, as necessary, to reflect any changes. There is no timeline for resolution of this issue.*
- *Parent contributors from the Freely Associated States are not able to start a FAFSA form on behalf of dependent students. Until this issue is resolved, students should start their own form and invite their required parent contributor(s) to participate.*

### Instructions for Completing the FAFSA Form:

#### Step-by-Step Instructions for Completing the FAFSA Form

- **Step 1:** Create a StudentAid.gov account before filling out the FAFSA® form. We strongly recommend that you and your contributor(s) each create a StudentAid.gov account before you start your form. If you're an independent student, and you didn't file taxes jointly with your spouse, your spouse may be a required contributor. If you're a dependent student, your parent(s) may be required contributors.

**IMPORTANT:** Contributors without an SSN who create a StudentAid.gov account will need to complete an identity validation process after they create the account. The U.S. Department of Education has made temporary adjustments so that contributors who do not have an SSN can still contribute to the 2024–25 FAFSA form.

- **Step 2:** Start the 2024–25 FAFSA® form at [www.fafsa.gov](http://www.fafsa.gov). *Be prepared to provide the following documents as you fill out the 2024–25 form:*
  - 2022 tax returns
  - Records of child support received
  - Current balances of cash, savings, and checking accounts
  - Net worth of investments, businesses, and farms
- **Step 3:** Invite all required contributors to participate in the form. *Follow the prompts in the online form to identify and invite your contributors. Then, complete the entire student section of the form. To invite contributors to your FAFSA form, you'll be asked to provide their:*
  - first and last name
  - SSN (if they have one)
  - date of birth
  - email address
  - mailing address

**IMPORTANT:** To avoid issues with your FAFSA form, list contributor information exactly as it appears on the contributor's legal identification such as their birth certificate, U.S. driver's license, or foreign passport. Also, if

they already have a StudentAid.gov account, make sure the personal information you enter exactly matches the information they provided when creating their account. If you receive this error message, you must wait until the next day and then try to invite your contributor again.

- **Step 4:** Sign your section of the form after selecting schools. After adding your school(s) to your FAFSA form, review your information, sign your form, and then continue to the “section complete” page.
- **Step 5:** Have your contributor(s) accept their invitation and log in to the form to provide their information. Your contributor(s) will need to manually enter their income and tax information including their adjusted gross income and income taxes paid. They will need a copy of their 2022 tax return to complete this section.

**IMPORTANT:** All contributors without an SSN, including those with an Individual Taxpayer Identification Number (ITIN), will need to manually enter their financial information. We still encourage all impacted users to enter an ITIN, if they have one.

- **Step 6:** Submit the form. If you successfully completed your section, and your contributors successfully complete their section, your form should be submitted.
- **Step 7:** Watch for your confirmation email. You will receive a confirmation email showing your submission date and your estimated aid eligibility.

### Frequently Asked Questions

#### ***What happens if my contributor can't complete the identity validation process through TransUnion?***

All contributors must complete an identity validation process to create a StudentAid.gov account without an SSN. When creating the account username and password online, they will be required to answer additional questions to verify their identity. These questions are generated by TransUnion, a credit reporting company.

- **Manual Validation Process:** If your contributor wasn't presented with identity validation questions while creating their account or they answered them incorrectly, they will be notified on the account creation confirmation page that they need to take additional steps to verify their identity. The contributor will receive a “Verify Your Identity” email from us with additional steps and the required document(s) that must be 5 submitted. Your contributor must respond to the email address that is provided and attach a copy of the required documents from the list below, plus a completed and signed attestation form:

One of the following identity documents:

- Driver's license
- State or city identification card
- Foreign passport OR

One of the following pairs of identity documents:

- Municipal identification card and utility bill
- Community ID card and utility bill
- Consular identification card (Matricula Consular) and utility bill

***If my contributor previously created an account and is waiting to complete the manual identity validation process, can they access and complete the FAFSA® form?***

Yes, your contributor can now log in with their account username and password. They'll have access to the 2024–25 FAFSA form while they complete the mandatory identity validation process. The U.S. Department of Education will also send an email notifying them that they can now access the FAFSA form.

***How is the data that students and their contributors enter on the FAFSA® form, including personally identifiable information (PII), used and protected?***

The U.S. Department of Education (ED) follows all applicable laws and regulations to handle your information responsibly. ED requires personal information for identity validation, to determine a student's eligibility for federal student aid, and to prevent fraud. ED may also share personal information from the FAFSA with other federal agencies. For example, ED will share information with the Social Security Administration to verify an SSN (critical for obtaining tax information from the IRS), citizenship (for students who are applying for aid), or to ensure the individual has not passed away. ED will only share information on the applicant (the student), not any of their contributors, with the Department of Homeland Security to confirm citizenship and eligibility for federal student aid. Any federal agency that receives this information from ED can only use the data for the explicitly authorized purposes. This does not include any immigration or enforcement actions.

For those individuals without an SSN that go through an identity validation process through TransUnion, it:

- can only use the data it receives from ED for the purpose of verifying someone's identity
- cannot keep the data
- cannot share the data with or sell the data to any other entities

***If I submitted a paper form but it was not for the purpose of meeting an application deadline, can I also file an online form now?***

You may still submit an online version of the FAFSA form. When your online form is processed, your paper form will be marked as a duplicate application and returned to you. Because the online form will be processed before the paper form, the date that the online version was submitted will be the recorded submission date of your FAFSA form (even if you submitted a paper form at an earlier date).

**Note:** If you filed a paper form to meet an application deadline in January or February, you should not fill out a duplicate online form, as it will override your earlier paper application date.

***What can I use to show proof of my FAFSA® form submission if my school, state, or scholarship provider requests it?***

If you submitted the online form, provide a copy of your confirmation email as proof of your submission. Alternatively, take a screenshot of your confirmation screen once you've submitted your form, or select your submission from the "My Activity" section of your StudentAid.gov account Dashboard to take a screenshot of your submission details.

***Will online and paper forms be processed at the same time when processing begins in the first half of March?***

Online forms will be processed first, followed by paper forms in the weeks that follow. Therefore, it's highly recommended that all applicants apply via the online form, whenever possible, to prevent further delays. Because the online form will be processed before the paper form, the date that the online version was submitted will be the recorded submission date of your FAFSA form (even if you submitted a paper form at an earlier date).

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