

# DOCUMENTS REQUIRED TO PROCESS YOUR 2022-2023 FAFSA



Form T-2 Rev 10/21

## TALENT SEARCH

**Please be sure to send all documents required, at the same time, so your FAFSA can be processed in a timely manner. All documents must be filled out, signed, and forwarded to [info@projectstay.org](mailto:info@projectstay.org). Missing documents will delay the processing of your FAFSA.**

## DEPENDENT STUDENT

Students born after January 1, 1999 are required to file as Dependent Students and use their parent's 2020 income information on the FAFSA application.

Dependent students will need to provide copies of the following parent's income information:

- Parent(s) **signed** 2020 Tax Returns
- Parent(s) 2020 W-2's
- Child Support by court order received for 2020 (for all children parents support)
- Child Support by verbal agreement
- Child Support paid out

Documentation is required if parent(s) received any of the following benefits for themselves or any member of the household for 2020.

- SSI
- Social Security Benefits
- Veteran's Benefits

## STUDENT'S INCOME FOR 2020

If student worked and received an income for 2020, the following documents are required.

- Student's **signed** 2020 Tax Returns
- Student's 2019 W-2's (Even if you did not file a tax return, a copy of the W2 is required to file your FAFSA.)

## STUDENT IDENTIFICATION

If you have not previously provided our office with the following forms of ID, please include them when you return the enrollment form and income information.

- Social Security Card (copy)
- Residency Card (if applicable)

## INDEPENDENT STUDENT

If you are unable to provide parents' information and income documents due to special circumstances, please let your Advisor know. After speaking with your Advisor, your dependency status will be determined. If you are able to qualify as an Independent student, you will need to provide the following information.

Independent students will need to provide the following information:

- A **signed** 2020 Tax Return
- 2020 W-2's
- If you did not work in 2020, the FAFSA requires that you explain how you supported yourself. Additional information may be asked at the time the FAFSA is being processed.

Make sure to electronically sign the enrollment form before submitting.

# APPLICATION FOR ENROLLMENT

## TALENT SEARCH



Form T-2 Rev 10/21

**TO THE APPLICANT:** All information requested in the Application for Enrollment Form is required by the U.S. Department of Education and must be completed before services can be provided.

### APPLICANT INFORMATION

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Applicant Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Permanent Mailing Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Student Ph.: \_\_\_\_\_ Parent Ph.: \_\_\_\_\_ Student Email: \_\_\_\_\_

Date of Birth: Mo. \_\_\_\_ Day \_\_\_\_ Year \_\_\_\_\_ Age: \_\_\_\_\_ Gender:  Male  Female

Are you a U.S. Citizen?  Yes  No If No, what is your status? \_\_\_\_\_

Alien Registration Number: A \_\_\_\_\_

Ethnicity:  American Indian  Asian / Pacific Islander  Black / African American  
 White / Anglo-American  Hispanic / Latino / Mexican American

Applicant's Marital Status:  Single / Never Married  Married Spouse's Name: \_\_\_\_\_

### SCHOOL INFORMATION

School Attending: \_\_\_\_\_ Major: \_\_\_\_\_

Graduated:  Yes  No Date of Graduation: Mo. \_\_\_\_ Year \_\_\_\_

### FAMILY INFORMATION: (ALL APPLICANTS)

Number in Family Household: \_\_\_\_\_ \* (List on Back) Parent Email: \_\_\_\_\_

Parent's Marital Status:  
 Single / Never Married  Married  Divorced  Remarried  Separated  Widowed  
 Unmarried / both parents living together

Applicant lives with:  
 Both Parents  Parent & Stepparent  Father Only  Mother Only  Spouse  Other: \_\_\_\_\_

Biological Father's Name: \_\_\_\_\_ Does Biological Father have a 4-Year Bachelor's Degree?  Yes  No

Biological Mother's Name: \_\_\_\_\_ Does Biological Mother have a 4-Year Bachelor's Degree?  Yes  No

### AUTHORIZATION

I (We) authorize **Project STAY, Inc.**, access to applicant's secondary and postsecondary educational records for the purpose of assisting the student/applicant to complete the required college admission and financial assistance forms and for the follow-up documentation of actual matriculation and financial aid received.

I (We) further agree to provide **Project STAY, Inc.**, with a copy of our most recently filed U.S. Income Tax Return or Non-Taxable Income Verification as a requirement for participation in this program.

Electronically Signed by:

Applicant  Father/Stepfather  Mother/Stepmother

\_\_\_\_\_  
Father's/Stepfather's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mother's/Stepmother's Signature

\_\_\_\_\_  
Date

**\* FAMILY HOUSEHOLD: (Only those supported by more than half)**

**APPLICANT**

Name	Age	Relationship	High School / College Attending
Name	Age	Relationship	High School / College Attending
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Name	Age	Relationship	High School / College Attending
Name	Age	Relationship	High School / College Attending

**OFFICE USE ONLY**

**Student's FSA ID:**  **Password:**

**College User Name:**  **Password:**

**Mom's / Dad's FSA ID:**  **Password:**

**A. Academic Status:**

High School Grade: \_\_\_\_\_  Middle School Grade: \_\_\_\_\_

High School Graduate  GED  GED Pending

**B. Anticipated Enrollment:**  Fall: \_\_\_\_\_  Spring: \_\_\_\_\_  Summer: \_\_\_\_\_

**C. Income Verification:** Social Security: \$ \_\_\_\_\_ State Aid (TANF): \$ \_\_\_\_\_

Veteran's Benefits: \$ \_\_\_\_\_ Child Support: \$ \_\_\_\_\_ IRS: \$ \_\_\_\_\_

Non-Filer Income: \$ \_\_\_\_\_

**D. Income Data:** Taxable Income: \$ \_\_\_\_\_ Household Size: \_\_\_\_\_ IRS Exemptions: \_\_\_\_\_

**Income Year:** \_\_\_\_\_

**E. Participant Eligibility:**  LIFG  LI  FG  Other

**F. Academic Standing:** GPA: \_\_\_\_\_ Rank: \_\_\_\_\_

\_\_\_\_\_  
Advisor Date

\_\_\_\_\_  
File Reviewed for Eligibility Criteria by Date



# INFORMATION SHEET 2022-2023 FAFSA



Form T-3  
Rev 10/21

## CONFIDENTIAL INFORMATION

This form is the property of Project STAY, Inc. and will be used to assist enrolled participants with completing a FAFSA. The form must be completed and returned as soon as possible.

STUDENT'S NAME: Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

STUDENT'S PHONE: (\_\_\_\_\_) \_\_\_\_\_ PARENT'S PHONE: (\_\_\_\_\_) \_\_\_\_\_

STUDENT'S E-MAIL: \_\_\_\_\_ PARENT'S E-MAIL: \_\_\_\_\_

**PARENT(S):** In order to properly complete your son's/daughter's FAFSA (Free Application for Federal Student Aid) we must have a copy of parents / adoptive parents\* / stepparents **SIGNED 2020 Income Tax Return**, W-2s and all schedules and/or documentation of non-taxed income. Also, the following questions must be answered by you, the student's parent(s), stepparent or adoptive parent(s) with whom the student lives. Please return this completed form and all required documents as soon as possible. The FAFSA cannot be processed until these documents are received. A delay in completing the FAFSA will delay the awarding of financial aid to attend college -- financial aid is awarded on a first come, first served basis. Please feel free to call us at (210) 433-9307 if you have any questions.

**\*If the student is adopted, proof of adoption is required.**

**Financial information of legal guardians or relatives is not accepted by the federal government.**

**STUDENT:** If you worked in 2020 and have filed a **2020 Income Tax Return**, a SIGNED copy is required along with all W-2s. If you did not file a tax return, but worked in 2020, we still need your W-2(s).

**NOTE:** As required by federal law, males between the ages of 18 and 25 must register with the Selective Service. Failure to do so will result in the denial of federal benefits; therefore, as part of the FAFSA application process males who are 18, or will be by the time they attend college, are automatically registered for Selective Service.

### STUDENT

Date of Birth: Mo.: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_ Select One:  U. S. Citizen  Permanent Resident

Which college degree plan will you pursue? (select one)  Bachelor's Degree  Associate Degree  Certificate

Major \_\_\_\_\_

### PARENTS' MARITAL STATUS

- 1) Student lives with:  Both parents  Parent & Stepparent  Mother Only  Father Only  Other: \_\_\_\_\_
- 2) **As of today**, what is the marital status of the parent(s) with whom the student lives (select one):  
 Unmarried and living together  Married  Remarried  Divorced  Separated  Widowed  Single (Never Married)
- 3) Month and year parents were married, remarried, divorced, separated or widowed: Mo.: \_\_\_\_ Year: \_\_\_\_

### BIRTH OR ADOPTIVE PARENTS' EDUCATION\*\*

- 4) Highest level of education completed by Parent 1 (Father) (select one):  
 Middle / Junior High  High School / GED  4-Year College Degree (Bachelor's) or Beyond  Other / Unknown
- 5) Highest level of education completed by Parent 2 (Mother) (select one):  
 Middle / Junior High  High School / GED  4-Year College Degree (Bachelor's) or Beyond  Other / Unknown

**\*\*This information is used to determine first-generation status so for this question ONLY do not answer for Stepparents or Foster Parents.**

### PARENTS' DATES OF BIRTH

- 6) Parent 1 (father / mother / stepparent) Date of birth: Mo.: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_ (If student lives in a single parent household, only that parent's date of birth is required.)
- 7) Parent 2 (father /mother / stepparent) Date of birth: Mo.: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

### PARENTS' STATE OF RESIDENCE

- 8) In which state do the parent(s) live? \_\_\_\_\_
- 9) Did the parent(s) become residents of this state before January 1, 2017?  YES  NO

### SIZE OF PARENTS' HOUSEHOLD

- 10) How many people reside in the parents' home? \_\_\_\_\_ (Complete the attached sheet)  
(This includes parents, the student, and those who are supported financially by the parents by more than half.)
- 11) How many will be in college between July 1, 2022 and June 30, 2023? (not including parents) \_\_\_\_\_

## ALL SOURCES OF PARENTS' INCOME\*\*\*\*

- 12) Have or will the parents file a **2020 Income Tax Return**?  YES  NO  
(If yes, a signed copy must be provided; if no, a notarized statement may be required.)
- 13) Did anyone in your household receive any of the following in 2020? (select all that apply)
- Supplemental Security Income (SSI)  Food Stamps (SNAP)  WIC  
 Medicaid  Free / Reduced Price Lunch  TANF
- 14) Did either parent receive any of the following benefits for themselves or for any member of the household in 2020? Check all those that apply and provide official documentation (printout) of **total benefits** received for 2020 for each benefit received, for each member of the household. If none, check here:
- Social Security** (Form 1099-SSA is required) and/or printout for SSI  
 **SSI Benefits** (an official report from the Social Security Administration is required)  
 **TANF Benefits** (a signed report from the caseworker is required)  
 **Child Support by court order** (a print-out from the Attorney General's Office is required)  
 **Child Support by verbal agreement** (a notarized statement from the custodial parent is required)  
 **Veterans Benefits** (a signed report from the Veteran's Administration is required)  
 **Unemployment Compensation** (Form 1099 is required)  
 **Worker's Compensation** (a signed report from a lawyer, employer or notarized statement)  
 **Other income** not reported on your tax return (a notarized statement is required)
- (\*\*\*\*Combined total income, (all sources), of less than \$6,000 a year will require a statement—Project STAY will help draft the statement.)

## OTHER QUESTIONS FOR PARENTS

- 15) Did either parent pay child support for a child or children who did not live with you in 2020?  YES  NO  
If yes, how much did you pay in 2020? \$ \_\_\_\_\_ (You must provide documentation)
- 16) As of today, is either parent a dislocated worker? (Has either been laid off; received a lay-off notice; receiving unemployment benefits and is unlikely to return to their previous occupation)  YES  NO  
(The college will require lay-off notice, proof of unemployment benefits, etc.)

## PARENTS' ASSETS

- 17) As of today, what are the parents' cash, checking and/or savings account balances? \$ \_\_\_\_\_
- 18) As of today, what is the net worth of the parents' investments (stocks, bonds and real estate). Do not include the value of your home, retirement funds, or vehicles. \$ \_\_\_\_\_
- 19) As of today, if applicable, what is the net worth of the parents' business—if the business employs 100 or more employees? (Business value includes market value of land, buildings, machinery, equipment, inventory, etc. Do not include a farm that you live on and operate.) \$ \_\_\_\_\_

## STUDENT'S ASSETS

- 20) As of today, what are the student's / spouse's cash, checking and / or savings account balances? \$ \_\_\_\_\_
- 21) As of today, what is the net worth of the student's / spouse's investments (stocks, bonds, real estate, etc. -- do not include the value of the home, retirement funds, or vehicles) \$ \_\_\_\_\_

## COLLEGES TO RECEIVE INFORMATION

- 22) List the names of the **colleges to which you have applied** and you want to receive your FAFSA information:
- |       |                                  |       |                                  |
|-------|----------------------------------|-------|----------------------------------|
| _____ | With Parent/On Campus/Off Campus | _____ | With Parent/On Campus/Off Campus |
| _____ | With Parent/On Campus/Off Campus | _____ | With Parent/On Campus/Off Campus |
| _____ | With Parent/On Campus/Off Campus | _____ | With Parent/On Campus/Off Campus |
| _____ | With Parent/On Campus/Off Campus | _____ | With Parent/On Campus/Off Campus |
| _____ | With Parent/On Campus/Off Campus | _____ | With Parent/On Campus/Off Campus |

"I, \_\_\_\_\_, certify that the information provided is true and accurate and understand that all information submitted on the FAFSA is cross-referenced with other federal agencies. I further understand that FAFSA IDs have been, or will be, requested in order to process the FAFSA."

Electronically Signed by:

- Applicant  Father/Stepfather  Mother/Stepmother

Applicant's Signature \_\_\_\_\_

DATE: Mo.: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_