



ST. JOHN'S  
UNIVERSITY

Office of Student Financial Services

FAFSA®

CHECKLIST 2024–25

**Federal school code for St. John's University: 002823**

This is a checklist to help you complete your Free Application for Federal Student Aid (FAFSA®) thoroughly and correctly. Please complete the FAFSA® as accurately as possible; the information reported will be used to determine your financial aid eligibility.

### Student Checklist

- ☐ Did you file the FAFSA® for the correct aid year? All students should be filing the 2024–25 FAFSA®. **Go to <https://studentaid.gov/h/apply-for-aid/fafsa/>. The FAFSA® is a free application.**
- ☐ Did you use your LEGAL name as it appears on your Social Security card for **both** your FAFSA® and admission application?
- ☐ **Did you report your correct Social Security number and date of birth on your FAFSA®?** **Both** are needed in order for St. John's to match your FAFSA® data to our data and prepare your financial aid offer.
- ☐ Did you report **your** income in the student section?
- ☐ Did you answer **question 17**, which asks what your high school completion status will be when you begin college in the 2024-25 school year, and asks what is the name, city, and state of the high school that you received or will receive your high school diploma?
- ☐ Did you answer all questions that require a dollar amount, even if the answer is zero?  
**PLEASE DO NOT LEAVE A FIELD BLANK.**
- ☐ Did you report all income earned, even if you were not required to file a tax return?
- ☐ Did you report the dollar amount in your checking and savings accounts that generated interest income?
- ☐ Did you claim you are independent of parental support because you have a legal dependent? If so, you must be able to prove you support that dependent with your **own** resources.
- ☐ Dependent students must have a FAFSA® on file in order for their parent to apply for a federal PLUS Loan (Parent Loan for Undergraduate Students).
- ☐ Did you invite the correct parent contributor to complete their part of the FAFSA®?
- ☐ Did you provide your consent and approval to obtain tax return information automatically from the IRS? If you decline consent and approval, you will not be eligible for federal student aid.

### Parent Checklist

- ☐ Did you report your and your spouse's names and Social Security numbers as they appear on your Social Security cards?
- ☐ Did you answer all questions as of the day you are filing the FAFSA®?
- ☐ If you are married/remarried, have you included your spouse's income on the FAFSA®?
- ☐ Did you include information for both legal parents (biological/adoptive) who live together but were never married?
- ☐ If parents are divorced, did the parent who provided more financial support over the past 12 months complete the FAFSA®?
- ☐ If you have income/loss on line 5 of schedule 1 on your Form 1040, did you report the net worth of the rental property/asset on question 40 of the FAFSA®?
- ☐ Did you provide your consent and approval to obtain tax return information automatically from the IRS? If you decline consent and approval, your student will not be eligible for federal student aid.

### Signature Checklist

- ☐ Did you sign your FAFSA® electronically with your FSA ID?
- ☐ Did your contributors sign your FAFSA® electronically with their FSA ID?
- ☐ If you do not already have an FSA ID, you can create one at <https://studentaid.gov/fsa-id/create-account/launch>

**Please keep copies of student and parent FSA IDs in a secure location for future reference.**

## Learn More about Financial Aid

Student Financial Services: [www.stjohns.edu/admission/tuition-and-financial-aid](http://www.stjohns.edu/admission/tuition-and-financial-aid)

Scholarships: [www.stjohns.edu/admission/scholarships](http://www.stjohns.edu/admission/scholarships)

Watch Financial Aid TV at [stjohns.financialaidtv.com](http://stjohns.financialaidtv.com) for short videos that provide answers to specific financial aid questions such as applying for aid, eligibility, scholarships, grants, military service, and award letters.

# Is My Parent a **CONTRIBUTOR** When I Fill Out My FAFSA® Form?

Federal  
Student  
Aid

A **parent** means your legal (biological or adoptive) parent or a person that the state has determined to be your legal parent. A **stepparent** is considered a parent if they have adopted you. Stepparents that have not adopted you will be identified as a parent spouse.

Are your biological or adoptive parents married to each other?



Your parents' marital status is married (not separated), and both of your parents' information must be included on the FAFSA® form. If your parents did not file taxes jointly, then both of your parents are contributors. Their individual information, consent and approval, and signatures will be required on the FAFSA form. If your parents filed taxes jointly, only one parent is required as a contributor and will report information for both parents.



Your parents' marital status is unmarried (both legal parents living together), and both of your parents are contributors, even if they were never married, are divorced, or are separated. Their individual information, consent and approval, and signatures will be required on the FAFSA® form.



The individual information, consent and approval, and signature of the parent who provided more financial support over the past 12 months will be required on the FAFSA® form, and this parent will be identified as a contributor.



The individual information, consent and approval, and signature of the parent who has the greater income and assets will be required on the FAFSA® form, and this parent will be identified as a contributor.



Has this parent married/remarried?



Your parent's marital status is married/remarried. Your stepparent will also be identified as a contributor on the FAFSA® form if they didn't file their taxes jointly with your parent.



Your parent's marital status is single (never married), separated, divorced, or widowed. An additional parent will not be identified as contributor.

*Note: Dependent students are required to report parent information on the FAFSA® form, and in most cases, a parent will be identified as a contributor for these students. All contributors are required to provide their information, signature, and consent and approval to have their federal tax information transferred directly from the IRS into the FAFSA form. Being a contributor on the FAFSA form does not mean an obligation to pay for the student's education.*