



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

Only use these tips to help you submit the 2024–25 *Free Application for Federal Student Aid* (FAFSA®) form to meet critical deadlines for non-federal aid.

There is currently an issue preventing contributors without a Social Security number (SSN) from starting or accessing the 2024–25 *Free Application for Federal Student Aid* (FAFSA®) form. Until it's resolved, you (the student) can follow the steps below to submit your form if you have a contributor without an SSN.

These steps should ONLY be used when an applicant:

- Must have a FAFSA submission date to meet critical state, institutional or other scholarship organization aid deadlines; and
- Has **required contributors** who don't have an SSN.

IMPORTANT: Following these instructions will result in an incomplete FAFSA submission that must be corrected at a later date.

If you're an independent student, your spouse may be a required contributor. If you're a dependent student, your parent(s) may be required contributors. To find out if your parent(s) will be a contributor on your FAFSA form, check out the [Is My Parent a Contributor When I Fill Out My FAFSA® Form? infographic](#)<sup>1</sup>.

If you're a dependent student and one of your parents has an SSN and the other parent doesn't have an SSN, **do not** follow the instructions below. Instead, follow our [guidance for students who have one parent who has an SSN and a parent who doesn't](#).

The Department will resolve FAFSA submission issues for students who have a contributor without an SSN in the first half of March. At that time, students will be able to submit a fully completed FAFSA that includes all contributor information.

## Step-by-Step Instructions for Submitting Your Form

**Step 1:** Start the 2024–25 FAFSA® form at [fafsa.gov](https://fafsa.gov).

As you prepare to fill out the form, make sure you and your contributor(s) each create a StudentAid.gov account. We strongly recommend that you and your contributor(s) each [create a StudentAid.gov account](#)<sup>2</sup> before you start your form.

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<sup>1</sup> <http://www.studentaid.gov/sites/default/files/is-my-parent-a-contributor.jpg>

<sup>2</sup> <http://www.studentaid.gov/fsa-id/create-account>

*The Department is making improvements to the StudentAid.gov account creation process for those without SSNs by the end of February to ensure a faster and smoother experience.*

**Step 2: 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, and
- email address (and mailing address, if they don't have an SSN).

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. Leave the SSN portion blank only for those contributors that do not have one. For additional tips on successfully completing your 2024–25 FAFSA form, [read our Pro Tips resource](#)<sup>3</sup>.

**Step 3: Sign your section of the form after selecting schools.**

After adding your school(s) to your form, review your information, sign your form, and then continue to the "section complete" page.

**Step 4: From your "section complete" page, select the link to enter your contributor's information manually.**

Once you apply your signature, you'll see the "You're Almost There!" page, which indicates your section of the form is complete. Go to the bottom of this page, past "Things You Should Know," and select the link to enter your contributor's information manually.

**Step 5: Provide information for your contributor.**

Fill in all information associated with your contributor who does not have an SSN. You will need to manually enter their income and tax information including their adjusted gross income and income taxes paid. You may need a copy of their 2022 Federal tax return to complete this section.

**IMPORTANT:** Your contributor that does not have an SSN should NOT enter the form at this time. Please see the section below on corrections for more information.

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<sup>3</sup> <http://www.studentaid.gov/announcements-events/fafsa-support/pro-tips>

### **Step 6: Submit the form.**

If you only have ONE required contributor (either a parent or spouse), you will see a “Submit” button at the bottom of the Review Form page (“Take a Moment to Review Before Signing”). Select “Submit” to **submit the form without the signature of the contributor who does not have an SSN**. A pop-up window will warn you that the form is missing your contributor’s consent, but simply select “Submit” again to move through that message.

If you have TWO required contributors (two parents) who don’t have an SSN, you’ll need to complete the second contributor’s section as well. Select the manual entry link at the bottom of the first contributor’s section complete page to enter the second contributor’s information. Once you complete their section, you can submit your form.

**IMPORTANT:** Your contributor that does not have an SSN should NOT enter the form at this time. Please see the section below on corrections for more information.

### **Step 7: Receive your confirmation email.**

You will receive a confirmation showing your submission date. Keep a copy of your confirmation (your confirmation email or a screenshot of your confirmation page) in case other financial aid providers request proof of your submission. Note: Your Student Aid Index (SAI) and estimated federal student aid eligibility will not be calculated.

### **Step 8: Check your form’s status starting in the first half of March.**

Starting in the first half of March, we will be processing FAFSA forms. Once your form is processed, the status of the form will show as “Action Required.” This means that the form has been submitted and processed, but your eligibility for federal student aid can’t be determined until all required contributors provide consent and approval and their signature.

### **Step 9: Provide consent and approval and make corrections where needed to complete processing and receive your eligibility calculation.**

**Important:** You may need to remind your contributors to return to the form to make a correction to provide their consent and signature.

After your form is processed, contributors who don’t have an SSN must [return to the form](#)<sup>4</sup> to provide consent and approval to share their information and to add their signature. This will allow us to access the IRS data exchange and calculate your SAI. If you need to make other corrections to your application such as adding schools to receive your data, you should do so prior to resubmitting.

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<sup>4</sup> <http://www.studentaid.gov/apply-for-aid/fafsa/review-and-correct/correct>

## What To Do if One Parent Has an SSN and the Other Doesn't

If you're a dependent student with one parent who has an SSN and another parent who doesn't, start your FAFSA form and **invite only the parent who has an SSN**. Your parent should fill out their own section, and the form will prompt them if they need to invite your other parent.

After your parent who has an SSN reviews their responses and signs their section, they'll see either a "section complete" page or a "form complete" page. If they see the "section complete" page, then they must select the link at the very bottom of the page to enter your other parent's information manually. They'll need to provide the same types of information they did in their own section. This will also require the correction process as noted above.

## Frequently Asked Questions

### Should I complete a paper FAFSA® form instead?

Whenever possible, you should submit an online version of the FAFSA form. The online FAFSA form presents only the questions you are required to answer and allows us to access your income and tax information directly from the IRS reducing the likelihood of errors that will require corrections later.

### What if I already completed a paper FAFSA® form?

You may still submit an online version of the FAFSA form. When your online form is processed, your paper form will be "rejected," and you'll receive a mailed notice that you already filed a form. 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.

### 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). 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.

If you're not sure the provider requesting proof of your submission is legitimate, check out our resource about how to [identify and avoid student aid scams](#)<sup>5</sup>.

**Must all contributors, including those without an SSN, create a StudentAid.gov account before I start my FAFSA® form?**

All contributors to a FAFSA form must have a StudentAid.gov account. We highly encourage you and all your contributors to create accounts ahead of time to prevent errors later on in the application process. By the end of February, key improvements will be made to this process for those without an SSN making it simpler and faster.

**If my contributors successfully create their StudentAid.gov account before FAFSA® forms are processed in the first half of March, but after I've already submitted the online form without their signature, can they log in to make a correction before processing begins?**

No, applicants and contributors will not be able to make corrections to a submitted FAFSA form, including adding a missing signature to the form, until after your form is processed. FAFSA processing will begin in the first half of March.

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<sup>5</sup> <http://www.studentaid.gov/resources/scams>