

FAFSA Completion Checklist

A printable checklist to file early, file clean, and avoid delays.

How to use

Print this page and check items off once. Keep all docs in a single labeled folder.

FAFSA completion checklist

- Confirm which parent/guardian must provide information (based on household rules).
- Create student + parent accounts and confirm identity details match (legal names, DOB, SSN where applicable).
- Collect tax and income documents for the required year.
- Collect records of untaxed income (if applicable).
- Collect asset information (if applicable).
- Make a list of colleges and each school's priority aid deadline.
- Submit FAFSA as soon as possible after it opens.
- Save submission confirmation and key details.
- Monitor each college portal for missing items or verification.
- Respond to verification requests quickly (with labeled documents).

Notes (optional)

Priority deadlines

Portal logins / IDs

Verification requests