

# Guide to the Oregon Student Aid Application (ORSAA)

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## ORSAA Support

(541) 687-7400, option 3

[ORSAAHelp@hecc.oregon.gov](mailto:ORSAAHelp@hecc.oregon.gov)

[www.OregonStudentAid.gov](http://www.OregonStudentAid.gov)



**Office of Student Access and Completion**  
Helping Oregon Students Plan and Pay for College



This is a guide to accompany the Oregon Student Aid Application (ORSAA), an application of the Higher Education Coordinating Commission's Office of Student Access & Completion (OSAC). The guide addresses key sections and questions contained in the ORSAA.

## Introduction to the Oregon Student Aid Application (ORSAA)

The ORSAA is an alternative to the Free Application for Federal Student Aid (FAFSA) for Oregon residents who are undocumented, including students who have DACA (Deferred Action for Childhood Arrivals) status, TPS and U Visa status. Both the FAFSA and the ORSAA open on **October 1** each year.

You can learn more about the ORSAA on the OSAC website: [www.OregonStudentAid.gov/fafsa-orsaa.aspx](http://www.OregonStudentAid.gov/fafsa-orsaa.aspx). You can also find this page by visiting [www.OregonStudentaid.gov](http://www.OregonStudentaid.gov) and selecting the tab FAFSA/ORSAA.

The ORSAA is modeled off of the FAFSA. Although most questions in the ORSAA are the same as in the FAFSA, a few questions are slightly different, including several Oregon-specific questions that are used to determine eligibility for state grants and scholarships. All financial information must be entered manually by the student and parent. For help with the FAFSA, visit the Federal Student Aid website: <https://studentaid.gov/help-center/contact>.

Do *NOT* complete the ORSAA if you are a U.S. citizen or an eligible noncitizen with an Alien Registration number – these students should complete the FAFSA (<https://studentaid.gov/fsa-id/sign-in/landing>). International students who are studying in the U.S. on a student visa are NOT eligible for state or federal financial aid programs and should NOT complete the ORSAA. To learn more about non-U.S. citizens and financial aid eligibility, visit <https://studentaid.gov/understand-aid/eligibility/requirements/non-us-citizens>.

## ORSAA & OSAC Programs

Undocumented students, including DACA students, are NOT eligible for federal financial aid (including the Federal Pell Grant), but they may be eligible for the OSAC-administered programs listed below. The ORSAA is required to apply; OSAC uses information from the ORSAA to calculate students' award eligibility for state grants and scholarships.

The ORSAA is a required application for the following OSAC-administered financial aid programs:

- [Oregon Opportunity Grant](#)
- [Oregon Promise Grant](#)
- [Certain OSAC Scholarships](#)

Most OSAC-administered grants and scholarships have additional requirements and/or steps to apply. Visit [www.OregonStudentAid.gov](http://www.OregonStudentAid.gov) for more information about each program.

## Security & Use of ORSAA Data

The ORSAA is an Oregon developed application for students who are not eligible to complete the FAFSA. It is a confidential application that is used solely by the Higher Education Coordinating Commission (HECC) to qualify students for financial aid in Oregon. It is not used for federal financial aid purposes. Information that is shared with the HECC via the ORSAA is used only by the HECC and partner colleges, universities, and foundations in order to administer grants and scholarships. The HECC does not share data with any other agency, state or federal. The HECC will do everything within its authority and jurisdiction to protect the ongoing confidentiality of the ORSAA information.

## Guidance for DACA students

To apply for the Oregon Opportunity Grant, the Oregon Promise Grant, or participating OSAC scholarships, DACA students must complete the ORSAA. DACA students may also want to complete the FAFSA. Students should contact the financial aid office at their college to find out if their school wants them to file the FAFSA in order to qualify for institutional aid. Different colleges have different approaches: some may require DACA students to complete the FAFSA online, or a paper version of the FAFSA, to help determine aid at the college or university level.

Even if a DACA student has already submitted a FAFSA, the student must submit an ORSAA to be considered for state-administered financial aid: Oregon Promise, Oregon Opportunity Grant, and certain OSAC scholarships.

## ORSAA Pre-Filter Tool

Before creating an account for the ORSAA, students will answer a few ["pre-filter" questions](#) to help determine if they should complete the ORSAA. Questions include:

- *Do you have a Social Security number?*
- *Are you a US citizen or US national?*
- *Are you an international student, or are you living in the United States with a valid visa or immigration status?*
- *Will you have lived in Oregon for at least 12 months prior to attending college?*

Based on their responses, students will be instructed to file the ORSAA or the FAFSA - or advised that they are not eligible for state aid via the ORSAA. The answers provided in the pre-filter tool are NOT saved; this is simply a tool for students and families to help determine if they should complete the ORSAA. The pre-filter is on the OSAC website at: <https://osacapps.hecc.oregon.gov/orsaa-filter.aspx> After answering the pre-filter questions, visitors will be directed to the ORSAA (or the FAFSA), depending on their situation.

### What-to-Bring Checklist

- ☐ Date of birth for student and parent(s)
- ☐ Email for student and parent(s)
- ☐ Prior 2 years of federal income tax returns (1040 form), and other records of money earned
- ☐ Records of current total of other asset accounts, bank checking/savings and cash
- ☐ Current net worth of investments, real estate, business and investment farms
- ☐ Investment records, including 529 plans or other prepaid college plans (if applicable)
- ☐ Records of untaxed income (such as child support received and untaxed pensions)

## How to Complete the ORSAA

The following screen shots and instructions highlight certain sections and questions to help complete the ORSAA. Not all questions in the ORSAA are addressed here, but key points are highlighted.

### Account Registration Page

There are 3 steps in creating an account to access the ORSAA.

Step 1: Students provide their personal email and confirms it. Students should not use an email address from their school that will become inactive. A password is created that has the minimum requirements as stated and password is confirmed. Student clicks on “I’m not a robot”, in which the student will get a number of pictures and student must select the correct pictures it asks to move forward. Student selects Continue once it gets confirmed.

The screenshot shows the 'Registration Step 1 of 3: Account Creation' page. At the top, there is a 'Sign Up' icon and the text 'Sign Up'. Below this, a message states: 'Please fill out the form below to create your account. All the information you provide is confidential. Once you complete the information, your account will be created and you will be able to access the Student Experience Portal.' The form includes fields for 'Email', 'Confirm Email', and 'Password'. A note specifies: 'New passwords must be at least 8 characters and meet the following: 1 upper case (A-Z) characters, 1 lower case (a-z) characters, 1 numeric characters (0-9), 1 special characters (e.g. !@#\$%^&\*), Not exceed 2 sequential numbers (e.g. 12, 456, 789), Not exceed 2 repeating characters or numbers (e.g. AA, bb, 77, &&), Do not include common words or names.' Below the password field is a 'Confirm Password' field. At the bottom, there is a 'Please show you are not a robot' section with a checkbox labeled 'I'm not a robot' and a CAPTCHA image. At the very bottom, there are 'CANCEL' and 'CONTINUE' buttons.

Step 2: The student must validate their email for email authentication process. They will receive an email from [noreply@osacstudentxqa.regenteducation.net](mailto:noreply@osacstudentxqa.regenteducation.net), the student must follow the link that is provided by clicking on it. They will be directed back to the registration page, then student selects the “Continue” button. The sign in page will appear, the student enters their email and password they used to create their account and clicks on the “SIGN IN” button.

## Registration Step 2 of 3: Email Authentication

### Please validate your email

We sent you a confirmation email with a link to activate your account.

Access your email account and click on the link provided in the confirmation email.

Click [here](#) to send a new confirmation email to orsaatest+test252@gmail.com.

## Registration Step 3 of 3: Student Account Validation



### Financial Aid Account

Please complete the following registration form.

First Name

ⓘ Your first/last name should match any official documentation and name you provided your college.

Last Name

ⓘ Your first/last name should match any official documentation and name you provided your college.

Social Security, DACA, or ITIN Number

ⓘ \*\*OPTIONAL: Provide the exact number listed on your Social Security, DACA, or ITIN Card excluding the dashes. If you do not have a Social Security, DACA, or ITIN Number, leave blank.

Confirm Social Security, DACA, or ITIN Number

ⓘ \*\*OPTIONAL: Reenter your Social Security Number, DACA, or ITIN Number entered above.

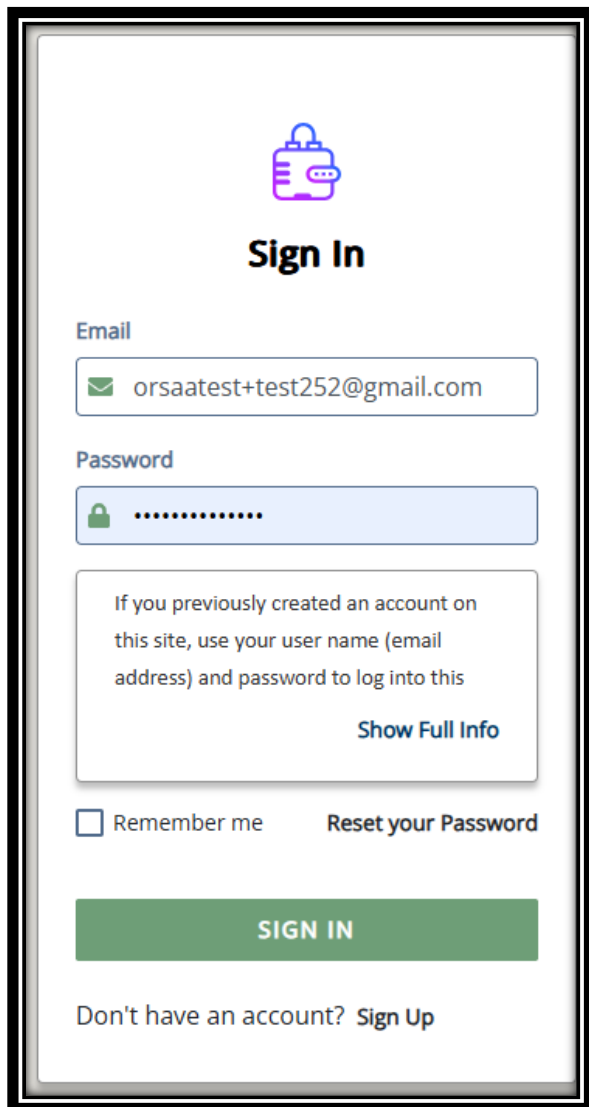
Date of Birth (mm/dd/yyyy):


ⓘ Please enter a valid date of birth. MM/DD/YYYY

LOGOUT

DONE


Step 3: The student enters their first name, last name, Social Security, DACA OR ITIN number, and date of birth. The Social Security, DACA and ITIN number field is optional. The student should leave this field blank if they do not have one. Students click on "Done" to finish their account registration.

A screenshot of a web application's sign-in page. At the top center is a purple icon of a briefcase with a speech bubble. Below it is the heading "Sign In" in bold black text. The form contains two input fields: "Email" with a green envelope icon and the text "orsaatest+test252@gmail.com", and "Password" with a green lock icon and a masked password ".....". Below these fields is a text box containing instructions: "If you previously created an account on this site, use your user name (email address) and password to log into this" followed by a blue link "Show Full Info". At the bottom left is a checkbox labeled "Remember me", and at the bottom right is a blue link "Reset your Password". A large green button with the text "SIGN IN" in white is centered below the links. At the very bottom is the text "Don't have an account? Sign Up" with "Sign Up" as a blue link.




## Sign In

Email

 orsaatest+test252@gmail.com

Password

 .....

If you previously created an account on this site, use your user name (email address) and password to log into this

[Show Full Info](#)

☐ Remember me    [Reset your Password](#)

**SIGN IN**

Don't have an account? [Sign Up](#)

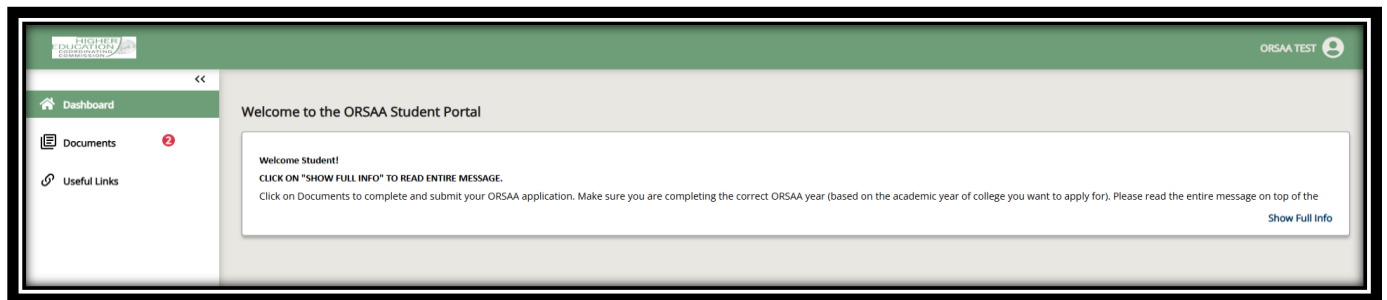
**Students should keep a copy of their email and password used to create the student account. They will need this information if they need to edit any of the ORSAA information – email address, adding a school, etc.** Students should also print or save a PDF copy of the application created and provided at the end of the ORSAA process.



## Student Landing Page

Once the student creates an account, this is the landing page they will see. To get started, the student must click on “Documents” to **complete and submit their ORSAA application. They will need to make sure they are completing the correct ORSAA year (based on the academic year of college they want to apply for).**

For example, the 2026-27 is the ORSAA year that students should select, if they are seeking financial aid for college between July 1, 2026 - June 30, 2027 (this corresponds with the FAFSA year).



The application is accessible by clicking on the “Review and Update”



Then click “Start, Edit or Complete a Form” button on the application document.



## Student Information

The ORSAA begins with several basic questions about the student's full name, gender, date of birth, address, and contact information. Optional questions ask for social security, DACA or ITIN number and phone number. If the student does not have a DACA, social security or ITIN number, the student can leave this blank.

This section also asks about the student's marital status, high school completion status, student's State of Residence, month and year student became a full-time resident of the state, and the student demographic information.

The screenshot shows the 'Student Identity Information' section of the ORSAA application. The form is titled 'Student Identity Information' and 'Información de identidad del estudiante'. It includes instructions in English and Spanish. The form fields are as follows:

- First name \*** (Nombre): A text input field with the value 'ORSAA'.
- Second name \*** (Segundo nombre): A text input field.
- Last name \*** (Apellido): A text input field with the value 'TEST'.
- Gender \*** (Género): A dropdown menu with the value 'Male'.
- Date of birth \*** (Fecha de nacimiento): A date input field with the value '01/02/2007'.
- Social Security number (SSN) \*** (Número de seguro social (SSN)): A text input field with the value 'SSN000000000000000000'.
- Individual Taxpayer Identification Number (ITIN) or Deferred Action for Childhood Arrivals (DACA) number \*** (Número de identificación individual del contribuyente (ITIN) o número de Acción Diferida para los Jóvenes en la Infancia (DACA)): A text input field.
- Provide the exact number listed on the student's DACA or ITIN card, including the dashes, if the student does not have a DACA or ITIN number, leave blank.** (Proporcionar el número exacto que figura en la tarjeta DACA o ITIN del estudiante, incluyendo los guiones, si el estudiante no tiene un número de Seguro Social, déjalo en blanco).

At the bottom of the form, there is a 'NEXT' button and a page number '1/4'.

## Student College or Career School Plans

This is the second section of the application, after Student Information. This section asks students' college grade level, if they have received a bachelor's degree, and if the student is pursuing an initial certification at the elementary or secondary level.

Current high school seniors or recent high school graduates should NOT select "Graduate student" here – this means that they have already completed college. Graduate students are NOT eligible for state grants (including Oregon Opportunity Grant) or Federal Pell Grant.

The screenshot shows a web application interface for 'Student College or Career School Plans'. On the left is a sidebar with a list of sections: 'Student Information' (checked), 'Student College or Career School Plans' (checked and highlighted in green), 'Student Circumstances', 'Student Family Information', 'Student Financial Information', 'Student School List', and 'Additional Questions'. The main content area is titled 'Student College or Career School Plans' and 'Planes de estudios universitarios o escuelas profesionales para estudiantes'. It contains two questions. The first question asks for the college grade level for the 2025-2026 school year, with a dropdown menu showing 'First year undergraduate; Primer año estudiante no licenciado'. The second question asks if the student will already have their first bachelor's degree, with radio buttons for 'Yes' and 'No' (selected). At the bottom, there is a progress bar showing '1/1', a 'BACK' button, a 'NEXT' button, and a 'Skip Ahead' link. An 'Exit' link is in the top right corner.

✓ Student Information

✓ Student College or Career School Plans

🔍 Student Circumstances

🔍 Student Family Information

🔍 Student Financial Information

🔍 Student School List

🔍 Additional Questions

Student College or Career School Plans

Planes de estudios universitarios o escuelas profesionales para estudiantes

When the student begins the 2025-2026 school year, what will their college grade level be? \*

Cuando el estudiante comience el año escolar 2025-2026, ¿cuál será su nivel de grado universitario?

First year undergraduate; Primer año estudiante no licenciado

When the student begins the 2025-2026 school year, will they already have their first bachelor's degree? \*

Cuando el estudiante comience el año escolar 2025-2026, ¿ya tendrá su primera titulación universitaria?

☐ Yes

☒ No

1/1

BACK

NEXT

Skip Ahead

Exit

## Student Circumstances

This section asks about the students' personal circumstances, student homelessness and unusual circumstances.

The ORSAA contains several questions that are used to determine students' dependency status. These questions are identical to the FAFSA:

- The student is currently serving on active duty in the U.S. armed forces for purposes other than training
- The student is a veteran of the U.S. armed forces.
- The student has children or other people (excluding their spouse) who live with the student and will receive more than half of their support from the student now and between July 1, 2025 and June 30, 2026. *This question will update with each academic year to the corresponding dates.*
- At any time since the student turned 13, they were an orphan (no living biological or adoptive parent.)
- At any time since the student turned age 13, they were a ward of the court.
- At any time since the student turned age 13, they were in foster care.
- The student is or was in a legal guardianship with someone other than their parent or stepparent, as determined by a court in their state of residence.
- The student is or was a legally emancipated minor, as determined by a court in their state of residence.

Each dependency question on the application is accompanied by further details and definitions of terms. For more information on dependency status, please refer to the FAFSA guidelines:

<https://studentaid.gov/apply-for-aid/fafsa/filling-out/dependency>.

Based on the responses in this section, the student will be determined to be either dependent or independent. Dependent students are required to enter parent information in a later section.

✓ Student Information

✓ Student College or Career School Plans

Student Circumstances

Student Family Information

Student Financial Information

Student School List

Additional Questions

Student Personal Circumstances

Circunstancias personales del estudiante

Select all that apply.

Seleccione todas las que correspondan

☐

The student is currently serving on active duty in the U.S. armed forces for purposes other than training.

El estudiante se encuentra actualmente en servicio activo en las fuerzas armadas de los EE. UU. con fines distintos al entrenamiento.

☐

The student is a veteran of the U.S. armed forces.

El estudiante es un veterano de las fuerzas armadas de los EE. UU.

☐

The student has children or other people (including their spouse) who live with the student and will receive more than half of their support from the student now and between July 1, 2023 and June 30, 2026.

El estudiante tiene hijos u otras personas (incluyendo a su cónyuge) que viven con el estudiante y recibirán más de la mitad de su manutención del estudiante ahora y entre el 1 de julio, 2023 y el 30 de junio, 2026.

☐

At any time since the student turned 13, they were an orphan (no living biological or adoptive parent).

En cualquier momento desde que el estudiante cumplió 13 años, era huérfano (sin padre biológico o adoptivo vivos).

☐

At any time since the student turned age 13, they were a ward of the court.

En cualquier momento desde que el estudiante cumplió 13 años, estuvo bajo tutela del tribunal.

☐

At any time since the student turned age 13, they were in foster care.

En cualquier momento desde que el estudiante cumplió 13 años, estuvo en cuidado de crianza.

☐

The student is or was in a legal guardianship with someone other than their parent or stepparent, as determined by a court in their state of residence.

El estudiante está o estuvo bajo la tutela legal de alguien que no sea su padre o padrastro, según lo determine un tribunal en su estado de residencia.

☐

The student is or was a legally emancipated minor, as determined by a court in their state of residence.

El estudiante es o fue un menor legalmente emancipado, según lo determinado por un tribunal en su estado de residencia.

☐

None of these

Ninguno de estos

Select any circumstances that apply or select "None of these"

Seleccione las circunstancias que correspondan o seleccione "Ninguna de estas".

1/2

BACK

NEXT

Exit

Student Homelessness

Estudiantes sin hogar

At any time on or after July 1, 2024, was the student unaccompanied and either (1) homeless or (2) self-supporting and at risk of being homeless?

En cualquier momento a partir del 1 de julio de 2024, ¿estuvo el estudiante solo y (1) sin hogar o (2) autosuficiente y en riesgo de quedarse sin hogar?

☐

Yes; Sí

☒

No

2/3

BACK

NEXT

Skip Ahead

Exit

Student Unusual Circumstances

Circunstancias inusuales del estudiante

Do unusual circumstances prevent the student from contacting their parents or would contacting their parents pose a risk to the student?

¿Circunstancias inusuales impiden que el estudiante se comunique con sus padres o contactar a sus padres representaría un riesgo para el estudiante?

☐

Yes; Sí

☐

No

This field is required

This information will help us evaluate the student's ability to pay for school.

A student may be experiencing unusual circumstances if they:

- Left home due to an abusive or threatening environment;
- Are abandoned by or estranged from their parents;
- Have refugee or asylee status and are separated from their parents, or their parents are displaced in a foreign country;
- Are a victim of human trafficking;
- Are incarcerated, or their parents are incarcerated, and contact with the parents would pose a risk to the student; or
- Are otherwise unable to contact or locate their parents, and have not been adopted.

If the student does not have a safe, stable place to live because of such circumstances, they may be considered a homeless youth and should review the answer to the question on the previous page about being unaccompanied and homeless.

Esta información nos ayudará a evaluar la capacidad del estudiante para pagar la escuela.

Un estudiante puede estar experimentando circunstancias inusuales si:

- Se fue de casa debido a un ambiente abusivo o amenazante;
- Están abandonados o separados de sus padres, y no han sido adoptados;
- Tienen estatus de refugiado o asilado y están separados de sus padres, o sus padres están desplazados a un país extranjero;
- Es víctima de trata de personas;
- Está encarcelado, o sus padres están encarcelados, y el contacto con los padres representaría un riesgo para el estudiante; o
- De otra manera no pueden contactar o localizar a sus padres y no han sido adoptados.

Si el estudiante no tiene un lugar seguro y estable para vivir debido a tales circunstancias, se le puede considerar un joven sin hogar y debe revisar la respuesta a la pregunta de la página anterior sobre no estar acompañado y sin hogar.

3/3

BACK

NEXT

Skip Ahead

## Student Family Information

This section asks information about parent's college completion if any, and if a parent or guardian was killed in the line of duty.

Exit

Student Family Information

Información de la familia del estudiante

Did either of the student's parents attend or complete college?  
¿Alguno de los padres del estudiante asistió o completó la universidad?

Select...▼

Was the student's parent or guardian killed in the line of duty while (1) serving on active duty as a member of the armed forces on or after September 11, 2001, or (2) performing official duties as a public safety officer?  
¿El padre o tutor del estudiante murió en el cumplimiento de su deber mientras (1) prestaba servicio activo como miembro de las fuerzas armadas el 11 de septiembre de 2001 o después, o (2) desempeñaba funciones oficiales como oficial de seguridad pública?

☐ Yes; Sí

☐ No

This field is required

Public safety officers include law enforcement officers, firefighters, and emergency service workers.

Los agentes de seguridad pública incluyen agentes del orden público, bomberos y trabajadores de servicios de emergencia.

1/1

BACK

NEXT

[Skip Ahead](#)



## Student Financial Information

All of the financial information in this section pertains to the student (and spouse, if applicable). Financial information for the parent(s) is reported in the parent financial information section. The majority of income and tax return questions on the ORSAA pertain to 2 *years prior* to the financial aid year. Each question contains explanation and definition of terms within the application.

The following categories and items are included in this section of the application:

### Tax Return Information

- Income Tax Return Status
- Tax Filing Status
- Type of Income Tax Return
- Foreign Income
- Eligibility to File 1040 A/B/D/E/F/H
- Adjusted Gross Income from Income Tax Return
- Taxes Paid from Income Tax Return
- Income Earned from Working
- Tax exempt interest income
- Earned Income credit (EIC)
- Education Credits

### Assets

- Cash, Savings, and Checking Account Amounts
- Real Estate or Investment Net Worth
- Business or Farm Net Worth

### Untaxed Income

- Pension Payments
- Child Support Received
- Other Untaxed Income
- Other Non-Reported Money Received



## Student School List

Similar to the FAFSA, students must list the schools they are interested in attending so that schools can receive a copy of the ORSAA to determine financial aid packages. To be eligible for state grants, students must list at least one college or university in Oregon.

The student can select up to 20 schools here. They can delete schools and add more schools after submitting it, by logging back in and selecting to edit the form.

The screenshot shows a web form titled "School List" with the Spanish translation "Lista de instituciones educativas". The form is part of a larger application with a sidebar menu on the left containing sections like "Student Information", "Student College or Career School Plans", "Student Circumstances", "Student Family Information", "Student Financial Information", "Student School List" (which is highlighted), "Parent Information", "Parent Financial Information", and "Additional Questions". The main content area has an "Exit" link in the top right. Below the title, there are instructions in English and Spanish: "Select the schools to receive a copy of the student's application. Select at least one school and up to twenty schools to receive the student's information." and "Seleccione las escuelas para recibir una copia de la solicitud del estudiante. Seleccione al menos una escuela y hasta veinte escuelas para recibir la información del estudiante." Below this, there is a label "School 1" with a red asterisk and "Escuela 1". A dropdown menu is shown with the text "Select..." and a downward arrow. Below the dropdown, a red error message states "This field is required". At the bottom of the form, there is a progress bar showing "1/1". Below the progress bar, there are two buttons: "BACK" and "NEXT". In the bottom right corner, there is a link labeled "Skip Ahead".

## Parent Information

In this section, dependent students provide information about their biological or adoptive parent(s), including marital status, household number, how many people in college, social security number, email address, residency information. A parent who does not have a social security number can enter all zeros. One question asks about the parent's "state of legal residency." Even if the parent is an undocumented resident in the United States, they can enter the state where they currently live. The tax and financial questions in this section are identical to those in the Student Financial Information section.

To help determine who to list as parent(s), refer to the FAFSA guidelines—*Who's My Parent When I Fill Out My FAFSA?* <https://studentaid.gov/afsa-apply/parents>.

The screenshot shows the FAFSA Parent Information section. On the left is a navigation menu with options: Student Information, Student College or Career School Plans, Student Circumstances, Student Family Information, Student Financial Information, Student School List, Parent Information (highlighted), Parent Financial Information, and Additional Questions. The main area is titled 'Parent Identity Information' and 'Información de identidad del padre'. It contains several text input fields with red error messages: 'Parents first name' (This field is required), 'Parents middle name' (This field is required), 'Parents last name' (This field is required), 'Parents date of birth' (This field is required), and 'Parents Social Security number' (This field is required). A blue tip box states: 'Provide the exact number listed on the parent's Social Security, DACA, or ITIN card, excluding dashes. If the parent does not have a SSN, DACA, or ITIN, enter all zeros (000000000).' At the bottom are 'BACK' and 'NEXT' buttons, and a 'Save & Proceed' link in the top right corner.

In the Parent Information section, dependent students will be asked to select how many people are in the parents family. Include the parent (and spouse or partner,) the parent's dependent children (even if they live apart due to college enrollment), and other people living with the parent now. Include these dependent children and other people only if the parent will provide more than half of their support between July 1, 2026 and June 30, 2027 (*dates will change with every academic year*). For the Parent's Household Number in College, the dependent student should count him or herself plus any additional students who are in the household. However, students should not count the parents themselves, even if they are also students.

## Parent Financial Information

All of the financial information in this section pertains to the parent.

The majority of income and tax return questions on the ORSAA pertain to *2 years prior* to the financial aid year. Each question contains explanation and definition of terms within the application.

The following categories and items are included in this section of the application:

### Tax Return Information

- Income Tax Return Status
- Tax Filing Status
- Type of Income Tax Return
- Foreign Income
- Eligibility to File 1040 A/B/D/E/F/H
- Adjusted Gross Income from Income Tax Return
- Taxes Paid from Income Tax Return
- Income Earned from Working
- Tax exempt interest income
- Earned Income credit (EIC)
- Education Credits

**Assets**

- Cash, Savings, and Checking Account Amounts
- Real Estate or Investment Net Worth
- Business or Farm Net Worth

**Untaxed Income**

- Pension Payments
- Child Support Received
- Other Untaxed Income
- Other Non-Reported Money Received

**Federal Benefits Received**

- Earned income credit
- Federal housing assistance
- Free or reduced-price school lunch
- Medicaid
- Refundable credit for coverage under a qualified health plan
- Supplemental Security Income
- Temporary Assistance for Needy families
- Special Supplemental Nutrition Program for Women, Infant, and children

## Parent Spouse or Partner Information

**All of the financial information in this section pertains to the parent's spouse or partner.** Questions include date of birth, phone number, email address, mailing address, and social security, or ITIN number. **If the parent's spouse or partner does not have an SSN or ITIN, enter all zeros (000000000).**

Parent Spouse or Partner Identity Information	
Información de identidad del cónyuge o pareja del padre	
Provide the parent spouse or partner's first name, middle name, and last name exactly as it appears on their Social Security or ITIN card, if applicable, and provide their date of birth.	
Proporcione el nombre, segundo nombre y apellido del cónyuge o pareja del padre exactamente como aparece en su tarjeta de Seguro Social o ITIN, si corresponde, y proporcione su fecha de nacimiento.	
Parent spouse or partner's first name *	
Nombre del cónyuge o pareja del padre	
This field is required	
Parent spouse or partner's middle name	
Segundo nombre del cónyuge o pareja del padre	
Parent spouse or partner's last name *	
Apellido del cónyuge o pareja del padre	
This field is required	
Suffix	
Sufijo	
Parent spouse or partner's date of birth *	
Fecha de nacimiento del cónyuge o pareja del padre	
This field is required	
Parent spouse or partner's Social Security number (SSN) or Individual Taxpayer Identification Number (ITIN) *	
Número de Seguro Social (SSN) del cónyuge o pareja del padre o Número de identificación individual del contribuyente (ITIN)	
This field is required	
<p> Provide the exact number listed on the parent spouse or partner's Social Security or ITIN card, excluding dashes. If the parent spouse or partner does not have a SSN or ITIN, enter all zeros (000000000).</p> <p>Proporcione el número exacto que figura en la tarjeta de Seguro Social o ITIN del cónyuge o pareja del padre, sin incluir guiones. Si el cónyuge o pareja del padre no tiene un SSN o ITIN, ingrese todas ceros (000000000).</p>	

## E Signature

After answering all questions in the ORSAA, the student chooses how they want to provide their signature. They can electronically sign or choose another option. We highly recommend electronically signing it as choosing the other options will take longer for their application to get reviewed and processed. The student selects the “E Sign Document” button, then the student must download a PDF version of their responses of the application by clicking the downfacing arrow icon. Once downloaded the student acknowledges all the information provided on their application is true and correct by clicking the box before the statement and then clicking the “Next” button.

Student then signs electronically by providing their first and last name, and password for the ORSAA account, then clicks “Sign” button. **It is important to make sure that the computer meets all hardware and software requirements necessary for electronic signature.** Currently Safari does not allow this action on cellphones. We recommend using Google Chrome browser if applying by cellphone.

The screenshot shows the ORSAA application interface. On the left is a navigation menu with the following items: Student Information, Student College or Career School Plans, Student Circumstances, Student Family Information, Student Financial Information, Student School List, Parent Information, Parent Financial Information, Additional Questions, and E-Signature (which is highlighted in green). The main content area is titled "Step 1: Signature Options". It contains instructions: "Great work! You've completed all the required steps for the 2025-2026 ORSAA Application. Now it's time to review the 2025-2026 ORSAA Application, sign the form and submit the form for processing. Please select one of the signature options below to sign and submit the 2025-2026 ORSAA Application." Below this, there are two options: "Select the Electronically Sign Forms option for the fastest option for processing financial aid forms. You will have the option to review all information prior to submitting it. You will also be able to print copies of all forms signed electronically. If you want to sign your form with an electronic signature, please select this option below." and "Selecting Or choose another option is not an electronic signature option and requires that you print your completed forms, review them for accuracy, and then provide a wet signature and upload or send your form. This process is manual and may result in delays in processing your financial aid forms and receiving your financial aid funds. If you do not want to electronically sign your forms, please select this option below." In the center, there is a green button labeled "E-SIGN DOCUMENT" and a blue link labeled "OR CHOOSE ANOTHER OPTION". A progress bar at the bottom indicates "1/3".

The screenshot shows the ORSAA application interface at Step 3: Consent & Disclosures. The main content area contains the following text: "You have elected to electronically sign the 2025-2026 ORSAA Application. Please note that your electronic signature is still valid if errors exist on your form. If you need to make corrections to the form before signing, please go to the appropriate section on the left navigation bar and make your changes. If you need to make corrections to your form after you electronically sign, please contact the Office of Student Access and Completion (OSAC)." Below this, it says: "Please provide the information below to complete the electronic signature process. Your information must match exactly with what we have on file for your account, including any special characters that were used." There are three input fields: "First name (ORSAA) \*" with the value "ORSAA", "Last name (TEST) \*" with the value "orsaatest+test25@gmail.com", and "Password \*" with masked characters. Below these fields are three informational messages: "Enter your first name as provided to your school.", "Enter your last name as provided to your school.", and "Enter the Password used when you created your account." Below the input fields, there are two sections: "REQUIRED DISCLOSURES" and "MINIMUM ELECTRONIC SIGNATURE HARDWARE & SOFTWARE REQUIREMENTS". At the bottom, there is a progress bar indicating "3/3" and two buttons: "BACK" and "SIGN".

## Incomplete ORSAA

Once the student signs the ORSAA, they will return to the landing page. At this point, the student can check the status of the application here. If the student is dependent, a new status will appear in the application box: **“Request Parent Signature.”** In the action box, the student should select the green box **“Request parent signature”** to invite a parent to sign the application. If the student is Independent, a new status will appear in the application box: **“SATISFIED”**. No further action is necessary on the application is in **“SATISFIED”** status.

My Documents

2025-2026 ORSAA Application

2025-2026 Federal Award Year

Attachments

2025-2026 ORSAA Application.pdf

125 KB

REQUEST PARENT SIGNATURE

Status as of 02/05/2025

REQUEST PARENT SIGNATURE

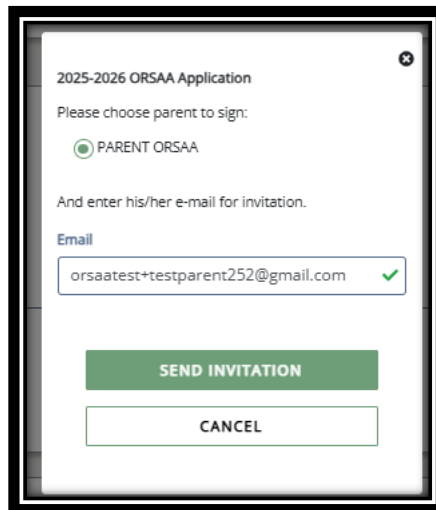
Close

## Parent Process

### Choose Parent to Sign ORSAA

Both the dependent student AND a parent must sign the ORSAA. The parent cannot create an ORSAA account until after the student has signed the ORSAA electronically and sent the parent an invitation to sign the ORSAA.

After the student clicks the **“request parent signature”** button, the student will see a screen that asks the student to choose a parent to sign the ORSAA. The student should make sure the parent's email address is correct or enter a new email address for parent, if necessary. The student then selects one parent who will receive the invitation to sign. **The parent must use an email address different from the student.** Once they select what parent will sign, student clicks on the **“Send Invitation”** button.



2025-2026 ORSAA Application

Please choose parent to sign:

☒ PARENT ORSAA

And enter his/her e-mail for invitation.

Email


orsaatest+testparent252@gmail.com ✓

**SEND INVITATION**

CANCEL

### Confirm Parent Selection

Once the student confirms the parent selection, an email invitation will be sent to the parent email.



Parent Invitation has been sent. Please follow-up with your parent to ensure that this document is reviewed and signed.

**OK, GOT IT**



## Parent Invitation Email

A few minutes after the student initiates the invitation to sign, the parent will receive an email inviting them to create an account. *The link is only active for 72 hours.* If the parent waits more than 72 hours to create an account and sign the student's ORSAA, the student must go back to the ORSAA and re-invite the parent.

The parent creates an account by following the link they received by email. **If the parent is using the same computer or device as the student, the student must first log out of the ORSAA completely before the parent can create an account.**

## Parent Account Creation

This process is the same as a student account creation, however it will require the last 4 digits of their social security number (or all zeros if they do not have an SSN). There are 3 steps in creating an account to access the ORSAA.

Step 1: The parent provides their personal email and confirms it. A password gets created that has the minimum requirements as stated and confirms the password. Parent clicks on **"I'm not a robot"**, in which the parent may get a number of pictures and parent must select the correct pictures it asks for to move forward. **The parent selects "Continue" once confirmed.**

The screenshot shows a web form titled "Registration Step 1 of 3: Account Creation". At the top, there is a "Sign Up" heading with a user icon. Below this, a message states: "Please fill out the form below to create your account. All the information you provide will be kept in strictest confidence. Once you complete setting up your account, you will gain access to the Student Portal." The form contains several input fields: "Email" (with the value "orsaatst+tesparent220@gmail.com"), "Confirm Email" (with the same value), "Password", and "Confirm Password". A blue information icon points to a note: "Please ensure that this is a valid, permanent email address that you check regularly." Below the password fields, another blue information icon points to a list of password requirements: "New passwords must be at least 8 characters and meet the following: 1 upper case (A-Z) characters, 1 lower case (a-z) characters, 1 numeric characters (0-9), 1 special characters (e.g. !@#%&\*), Not exceed 2 sequential numbers (e.g. 12, 456, 789), Not exceed 2 repeating characters or numbers (e.g. AA, bb, 77, &&), Do not include common words or names." At the bottom of the form, there is a "Please show you are not a robot" section with a checkbox labeled "I'm not a robot" and a reCAPTCHA image. At the very bottom, there are two buttons: "CANCEL" and "CONTINUE".

Step 2: The parent must validate their email for email authentication process. They will receive an email from [noreply@osacstudentxqa.regenteducation.net](mailto:noreply@osacstudentxqa.regenteducation.net), the parent **must follow the link that is provided by clicking on the link**. They will be directed back to the registration page, then parent selects the “Continue” button. The sign in page will appear, the parent enters their email and password they used to create their account and clicks on the “SIGN IN” button.

**Registration Step 2 of 3: Email Authentication**

**Please validate your email**


We sent you a confirmation email with a link to activate your account.

Access your email account and click on the link provided in the confirmation email.

Click [here](#) to send a new confirmation email to [orsaatest+tesparent220@gmail.com](mailto:orsaatest+tesparent220@gmail.com).

Step 3: The parent provides their first name, last name, last 4 digits of SSN, DACA or ITIN# (if none please put four 0's), and date of birth and click the “Done” button.

**Registration Step 3 of 3: Parent Account Validation**




**Financial Aid Account**

Please complete the following registration form using your name as it is listed in the email invitation you received.


First Name

Last Name

Last 4 digits of your Social Security, DACA, or ITIN number

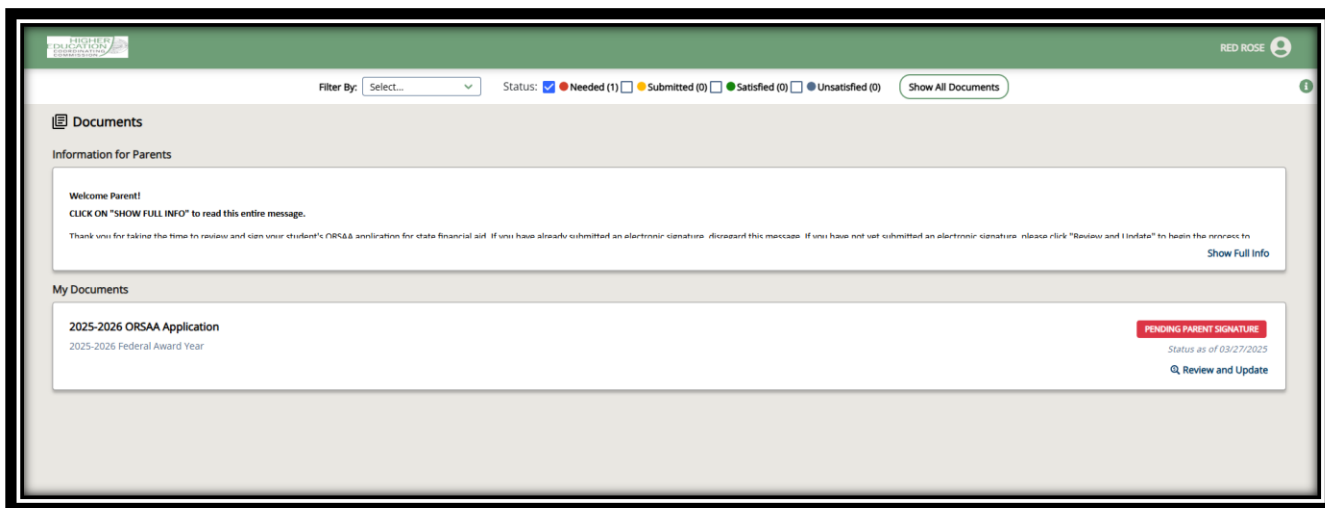
 If you do not have a SSN, DACA, or ITIN, enter four zeros (0000).

Date of Birth (mm/dd/yyyy):



## Parent Landing Page

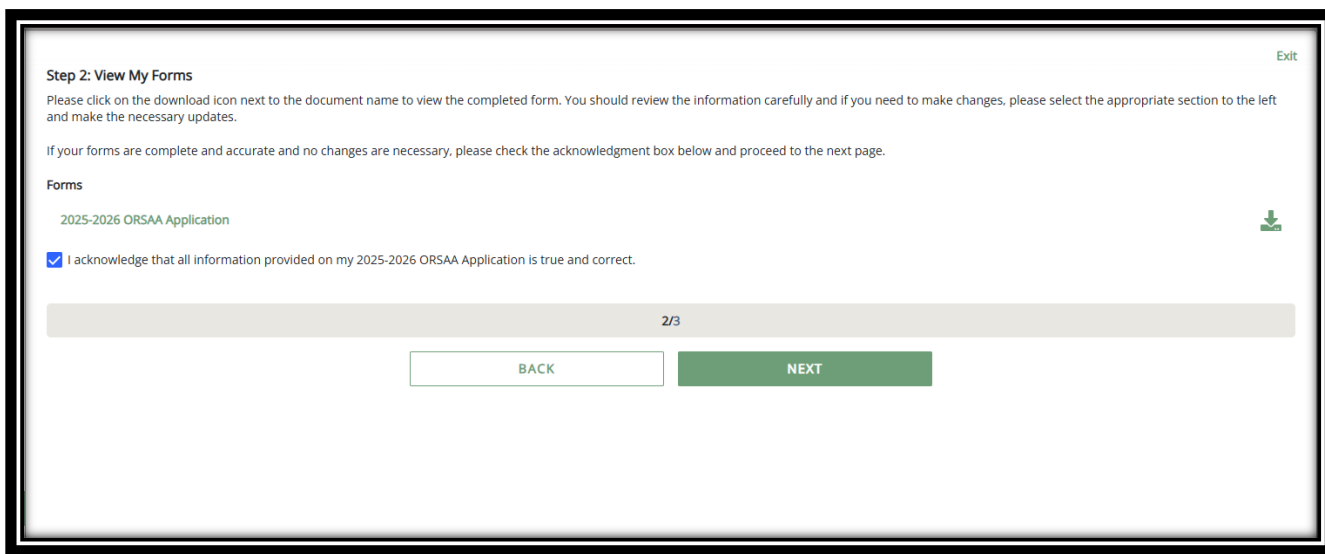
From the landing page, the parent will choose to review and sign the incomplete application. Parent must click on **“Review and Update”**, then click **“Sign form”** if no corrections are needed, otherwise they click on **“Start, Edit or Complete Form”** button.



The screenshot shows the 'Parent Landing Page' for the '2025-2026 ORSAA Application'. The page has a green header with the 'RED ROSE' logo and a user profile icon. Below the header, there's a 'Filter By' dropdown and a 'Status' section with checkboxes for 'Needed (1)', 'Submitted (0)', 'Satisfied (0)', and 'Unsatisfied (0)'. A 'Show All Documents' button is also present. The main content area is titled 'Documents' and includes a 'Welcome Parent!' message with a 'Show Full Info' link. Below this, the 'My Documents' section lists the '2025-2026 ORSAA Application' with a 'PENDING PARENT SIGNATURE' status and a 'Review and Update' button.

## Parent Review & Electronic Signature

If parents choose to edit the form, before signing the ORSAA, the parent must click through each section of the ORSAA. They will have the opportunity to edit any information, or simply to click through and electronically sign at the end. The final page is for electronic signature. Parent will select **“E-SIGN DOCUMENT”** option. The parent will have to click the download button and then select the acknowledgement statement, then click the **“NEXT”** button. Then they must type in their first name, last name and click the **“SIGN”** button.



The screenshot shows the 'Step 2: View My Forms' page. It includes an 'Exit' link in the top right corner. The main text instructs the parent to click the download icon next to the document name to view the completed form. Below this, there's a 'Forms' section listing the '2025-2026 ORSAA Application' with a download icon. A checkbox is checked, indicating the parent acknowledges the information is true and correct. At the bottom, there's a progress bar showing '2/3' and two buttons: 'BACK' and 'NEXT'.

✓ Student Information

✓ Student College or Career School Plans

✓ Student Circumstances

✓ Student Family Information

✓ Student Financial Information

✓ Student School List

✓ Parent Information

✓ Parent Financial Information

✓ Additional Questions

E-Signature

Exit

Step 3: Consent & Disclosures

You have elected to electronically sign the 2025-2026 ORSAA Application. Please note that your electronic signature is still valid if errors exist on your form. If you need to make corrections to the form before signing, please go to the appropriate section on the left navigation bar and make your changes. If you need to make corrections to your form after you electronically sign, please contact the Office of Student Access and Completion (OSAC).

Please provide the information below to complete the electronic signature process. Your information must match exactly with what we have on file for your account, including any special characters that were used.

First name (RED) \*

Red

Enter your first name as you entered it when you created your account (may have been either full name or just first initial).

Last name (ROSE) \*

Rose

Enter the last name used when you created your account.

Password \*

\*\*\*\*\*

Enter the Password used when you created your account.

REQUIRED DISCLOSURES

MINIMUM ELECTRONIC SIGNATURE HARDWARE & SOFTWARE REQUIREMENTS

## Satisfied ORSAA

After the parent signs, the student can sign in and check the landing page to ensure that the ORSAA for the correct year is in a “**SATISFIED**” status. This is the only place to confirm completion; a confirmation email will be sent to the student stating their application was submitted successfully as well.

The screenshot shows the FAFSA EDU ORSAA application status page. The user is logged in as "Yellow Rose". The status bar at the top indicates: Status: ☒ Needed (1) ☐ Submitted (0) ☒ Satisfied (1) ☐ Unsatisfied (0). A "Show All Documents" button is also present. Below the status bar, a message states: "All information about your ORSAA application status can be viewed here, including all submitted, satisfied, corrected, and changed applications. Your applications will be displayed from newest (top) to oldest (bottom)." A "Show Full Info" link is available. The "My Documents" section lists two applications: "2024-2025 ORSAA Application" (2024-2025 Federal Award Year) with a "NOT STARTED" status and a "Review and Update" link; and "2025-2026 ORSAA Application" (2025-2026 Federal Award Year) with a "SATISFIED" status and a "Status as of 03/27/2025" note. Below the applications, an "Important ORSAA Message" states: "Your calculated Student Aid Index for this year is -1500." The "Attachments" section lists two PDF files: "2025-2026 ORSAA Application.pdf" (119 KB) and "2025-2026 ORSAA Application.pdf" (120 KB), each with a download icon. At the bottom, there is an "EDIT COMPLETED FORM" button and a "Close" link.

If marked **SATISFIED**, this means that the student (and parent, if a dependent student) has electronically signed the ORSAA. No further action is necessary. The applicant may log in to their account later and update information if necessary (contact info, school selections, etc.). Next year, the student can log in with the same email and password to complete the ORSAA again. **Just like the FAFSA, the ORSAA must be completed each year that the student is in school, in order to be considered for financial aid.**

## ORSAA Support

*Contact OSAC for support in English or Spanish:*

(541) 687-7400, Option 3

[ORSAAHelp@hecc.oregon.gov](mailto:ORSAAHelp@hecc.oregon.gov)

[www.OregonStudentAid.gov](http://www.OregonStudentAid.gov)



**Office of Student Access and Completion**  
Helping Oregon Students Plan and Pay for College