TOPS TOP 10 TO DO LIST: TO ENSURE TIMELY PROCESSING OF YOUR ELIGIBILITY FOR A TOPS AWARD

1. Write your name exactly the SAME on ALL documents. If your name is John Alan Smith, Jr., do not fill out one application as John A. Smith, Jr., another as J.A. Smith, Jr., or John Alan Smith. Spelling and punctuation matter. Your date of birth, home address, and email address must also be the same on all documents, applications, etc. LOSFA will use the email address that you include on your FAFSA and ACT registration to notify you of your TOPS initial eligibility determination and as identifier when matching your ACT to your FAFSA and to other data. It is imperative that you create a personal email account and stick with it. Use the same email address on all forms and applications relating to your postsecondary education. Your email address should convey maturity and professionalism.

2. Include the "La Office of Student Financ Asst" (TOPS) report code of 1595 or the SAT TOPS code of 9019 on all ACT/SAT test registrations.

3. Public School students: make certain that LOSFA has a parent-signed Parental Consent form allowing access to grade data.

4. Make sure you are taking the 19 units that comprise the TOPS Core Curriculum.

5. Be aware that TOPS awards are based on TOPS Core Curriculum GPA…not overall GPA…and GPA cannot be rounded up or down.

6. Both the parent and the student must apply for and receive an FSA ID to electronically sign the FAFSA.

7. FAFSA is the Free Application for Federal Student Aid and is the primary TOPS application. The 2022-2023 FAFSA will be available beginning October 1, 2022, at www.fafsa.gov and will use 2020 Federal Income Tax information.

8. Apply for Fall 2023 admission to the postsecondary institution of your choice as soon as possible beginning in October 2022.

9. "Like" LOSFA on Facebook and/or "Follow" LOSFA on Twitter for important TOPS information throughout the year.

10. Seniors: request text message information from LOSFA by emailing "TEXT" to custserv@la.gov. Include your name, the school you currently attend and your mobile number. Text messages will provide you with critical information and deadlines as you navigate the college and financial aid application process.