
CSS Profile™

**An Overview of the
2020-21 CSS Profile**

CSS Profile™

 **CollegeBoard**

CSS Profile

Welcome!

-
- Applying for Financial Aid
 - What
 - Why
 - How
 - To get started
 - To complete the CSS Profile
 - When
 - Common mistakes

Applying for Financial Aid

It's a process!



- Start with each of your colleges' websites
- Capture all application requirements
- Note all critical deadlines - **And do not miss them!**
- Complete aid applications
 - FAFSA
 - CSS Profile, if required
 - Any institutional applications as required by colleges
 - Provide documents, if requested by college(s)
- 2020-21 FAFSA and CSS Profile available October 1

What is the CSS Profile?

An institutional financial aid application

CSS Profile

Home Getting Started Fee Waivers Divorced or Separated Families International Applicants

Apply with CSS Profile™

Each year CSS Profile gives access to more than \$9 billion for thousands of undergraduate, graduate and professional students.

Sign In to Fall 2020/Spring 2021 Sign In to Fall 2019/Spring 2020

Check participating Schools and Scholarships Learn how to apply View our Student Guide

- A financial aid application used to determine the family's financial need for **institutional financial aid**
- Used by about 400 colleges, universities, and scholarship programs
- A supplemental aid application to the FAFSA for most students
 - FAFSA is **always** required for federal student aid
 - CSS Profile required only if your institution requires it
- May be the primary application for international students
 - Supports international students applying for institutional aid at some colleges in the US
 - Allows international applicants to report in home currency, which is converted to US dollars for institutions

Why...

...does the family need to complete the CSS Profile?



The screenshot shows the CSS Profile website homepage. At the top, there is a navigation bar with links for Home, Getting Started, Fee Waivers, Divorced or Separated Families, and International Applicants. The main content area features a purple background with a circular image of two women talking. Text on the page reads "Apply with CSS Profile™" and "Each year CSS Profile gives access to more than \$9 billion for thousands of undergraduate, graduate and professional students." Below this are two buttons: "Sign In to Fall 2020/Spring 2021" and "Sign In to Fall 2019/Spring 2020". At the bottom, there are three icons with text: "Check participating Schools and Scholarships", "Learn how to apply", and "View our Student Guide".

Why colleges require the CSS Profile

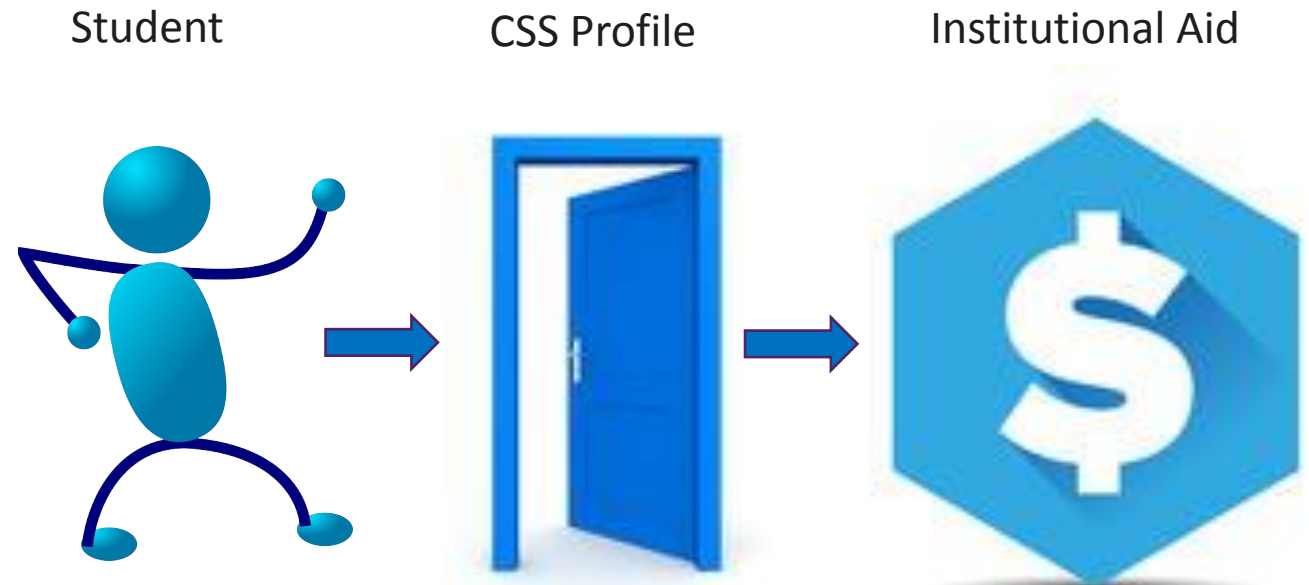
- Colleges require families file the CSS Profile to
 - Understand the family's true financial need
 - See a larger picture of the student's family
- Colleges use the CSS Profile to ensure that institutional financial aid is awarded
 - To the students who truly need it
 - In a fair and equitable manner
- Colleges can also use the CSS Profile to separately collect information from each of the student's parent if the parents are no longer together and have different households

Why...

...does the family need to complete the CSS Profile?

Why Students Should Complete the CSS Profile

- To make certain that the student applies for all of the aid that an institution might award



How...

... does the family complete the CSS Profile

CSS Profile

Home Getting Started Fee Waivers Divorced or Separated Families International Applicants

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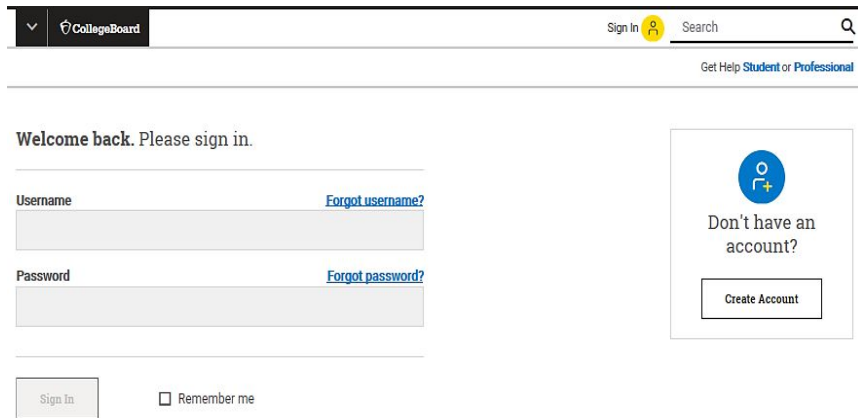
- First, check each of your college's website for application requirements
- Check out the College Board's website for a list of colleges who require the CSS profile

<https://profile.collegeboard.org/profile/ppi/participatingInstitutions.aspx>

- If required, complete the application online at cssprofile.org
- Students, and in most cases their parents, will need to provide information

How...

...does the family complete the CSS Profile



The screenshot shows the top navigation bar of the CollegeBoard website. On the left is the CollegeBoard logo. In the center is a 'Sign In' button with a user icon, followed by a search bar. Below the navigation bar, the text 'Welcome back. Please sign in.' is displayed. There are two input fields: 'Username' with a 'Forgot username?' link and 'Password' with a 'Forgot password?' link. At the bottom left is a 'Sign In' button and a 'Remember me' checkbox. On the right side of the page, there is a box with a blue circular icon containing a white plus sign and the text 'Don't have an account?' with a 'Create Account' button below it.

- Log in with a College Board account
 - Use student's account, if student has one
 - If no College Board account, create one
- Select the proper application year!
 - High school seniors who will graduate in the spring of 2020 apply for financial aid for 2020-21
 - Same rule as for the FAFSA

How...

...does the family complete the CSS Profile

- Noncustodial parents must create an account
- Custodial parents can create their own account
 - Fee waiver eligibility tied to the student's College Board account

<https://cssprofile.collegeboard.org/pdf/creating-css-profile-account-parent-use.pdf>

Creating a CSS Profile Account for Parent Use

To complete a CSS Profile application, you need a College Board **student** account. If you need to complete the CSS Profile as a parent (for example, as a noncustodial parent), you still need to create and use a **student** account. You just need to create a student account using the parent's information.

Account creation step-by-step:

1. Go to cssprofile.org
2. Click the **Sign In to** button for the appropriate application award year
3. Click **Create Account** under **Don't have an account?**
4. Create your account **using your (the parent's) information, not the student's information.**

Once you have created your account and are completing the CSS Profile application, be careful to answer student sections with the student's information and parent sections with the parent's information.

How...

...does the family complete the CSS Profile

IMPORTANT

- The student's College Board account must be used for the CSS Profile for the SAT fee waiver to be awarded

This is normally the student's log-in credentials

Fee Waivers and the CSS Profile

- Fee waiver eligibility is determined automatically
 - SAT fee waiver = CSS Profile (custodial household only)
 - CSS Profile does a fee waiver calculation
 - Example – family of 4 would qualify with income of \$45,000 or less
 - Amount changes for different family sizes
 - Based on 2018 National School Lunch Program Reduced Price Income Guidelines
- Fee waivers cover all colleges selected

How...

...does the family complete the CSS Profile

Costs of the CSS Profile

- Cost for the CSS Profile
 - Custodial household
 - \$25 for application and first college selected
 - \$16 for each additional college selected
 - Noncustodial household
 - \$25 flat fee

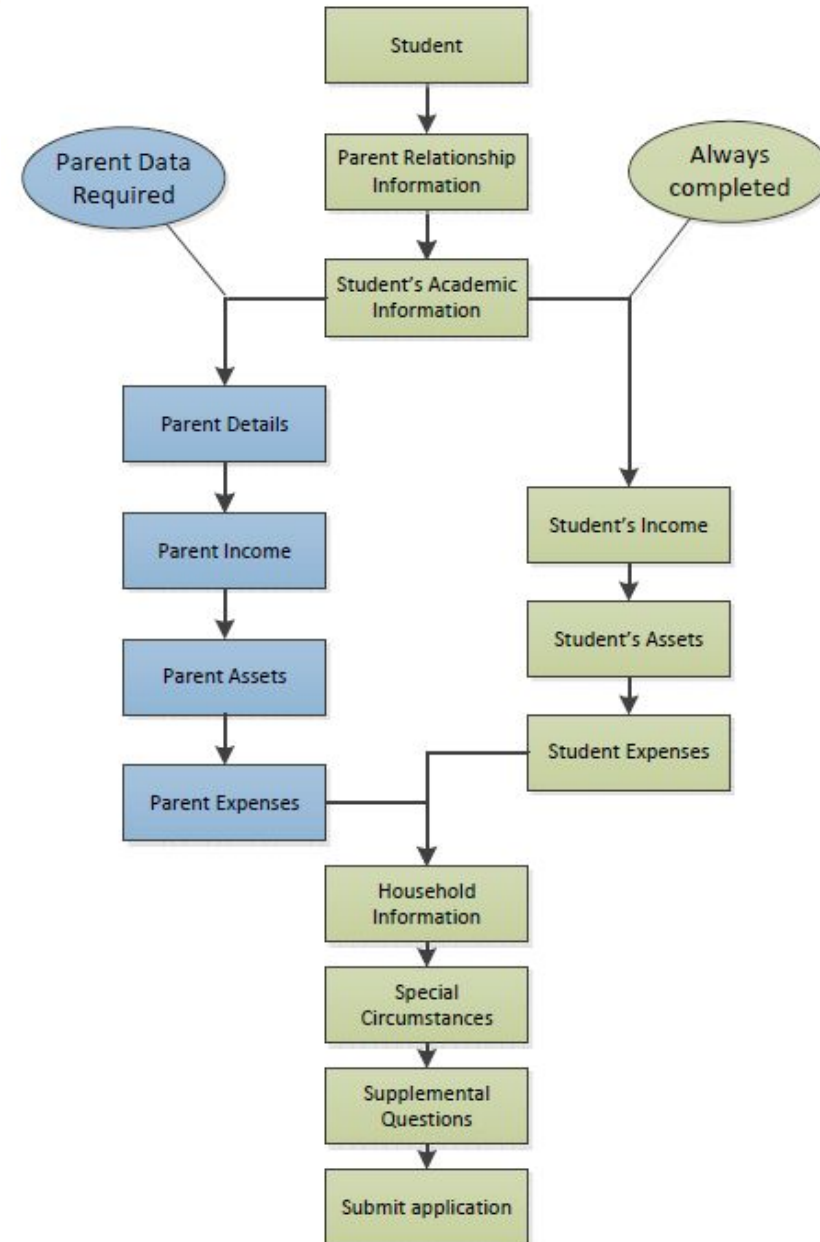
Completing the CSS Profile

Be a successful aid applicant!

CSS Profile at a glance

A comprehensive application to allow for a full understanding of the family

- Student demographic information
- Parent information
- Student academic status
- Income and assets of parents and student
- Household information
- Special circumstances
- Supplemental questions



Getting Started

How it works

CollegeBoard **CSS Profile™** September 5, 2019
[Privacy Policy](#) | [Contact Us](#) | [Dashboard](#) | [Log Out](#)

CSS/Financial Aid Profile® 2020-21

Navigation	Getting Started
Getting Started	(*) Required fields.
▶ Getting Started	About the student
▶ Student Status	This section asks for important information about the student.
▶ Housing Information	First name* <input type="text"/>
▶ Confirm Demographics	Middle name <input type="text"/>
✓ Parent Information	Last name* <input type="text"/>
✓ Residence	Preferred name <input type="text"/>
✓ Academic Information	Email address* <input type="text"/>
✓ Parent Details	Phone number (#####)* <input type="text"/>
✓ Parent Income	Date of birth (MM/DD/YYYY)* <input type="text" value="mm/dd/yyyy"/>
✓ Child Support	Student's marital status* <input type="text" value="Never married"/>
✓ Housing Information	Student's CBFinAid ID <input type="text"/>
✓ Parent Assets	Student's Citizenship
✓ Parent Expenses	Country where the student lives* <input type="text" value="United States"/>
✓ Household Summary	Citizenship status* <input type="text" value="U.S. citizen"/>
✓ Student Income	Student's Social Security Number (US) or Social Insurance Number (Canada). Please Note: Many institutions use the SSN/SIN as a primary student identifier. If this field is left blank, or an incorrect number is entered, financial aid processing may be delayed.
✓ Student Assets	<input type="text" value="*****"/> <input type="button" value="Show"/>
✓ Special Circumstances	
✓ Supplemental Questions	
Submit Application	<input type="button" value="Save and Continue"/>

Getting Started

Get it right from the beginning!

- The student's name
 - Enter as listed on the student's legal documents
 - Social Security Card
 - Alien Registration Card
- Date of birth
- Social Security Number (if the student has one)
 - Must match the number entered on the student's FAFSA
 - Critical to matching your file correctly at your institution

Getting Started

(*) Required fields.

About the student

This section asks for important information about the student.

First name*	<input type="text" value="Lexi"/>
Middle name	<input type="text" value="Ava"/>
Last name*	<input type="text" value="Cavachon"/>
Preferred name	<input type="text"/>
Email address*	<input type="text" value="lexi2021@mailinator.com"/>
Phone number (#####)*	<input type="text" value="1234567890"/>
Date of birth (MM/DD/YYYY)*	<input type="text" value="04/25/2002"/>
Student's marital status*	<input type="text" value="Never married"/>
Student's CBFInAid ID	<input type="text"/>

Student's Citizenship

Country where the student lives*	<input type="text" value="United States"/>
Citizenship status*	<input type="text" value="U.S. citizen"/>
Student's Social Security Number (US) or Social Insurance Number (Canada). Please Note: Many institutions use the SSN/SIN as a primary student identifier. If this field is left blank, or an incorrect number is entered, financial aid processing may be delayed.	<input type="text" value="*****"/> <input type="text" value="11111111"/> <input type="button" value="Hide"/>

Getting Started

Social Security number masking and unmasking

Student's Citizenship

Country where the student lives* United States

Citizenship status* U.S. citizen

Student's Social Security Number (US) or Social Insurance Number (Canada). Please Note: Many institutions use the SSN/SIN as a primary student identifier. If this field is left blank, or an incorrect number is entered, financial aid processing may be delayed.

..... Show

Save and Continue

Student's Citizenship

Country where the student lives* United States

Citizenship status* U.S. citizen

Student's Social Security Number (US) or Social Insurance Number (Canada). Please Note: Many institutions use the SSN/SIN as a primary student identifier. If this field is left blank, or an incorrect number is entered, financial aid processing may be delayed.

..... 99922333 Hide

Save and Continue

Student Status

Questions are asked about the student – not the student's parents

- These questions are critical to setting the CSS Profile correctly
- Not getting these questions right can seriously delay the student's financial aid application
- Common mistake is for parents to answer these questions for themselves and not for the student

Student Status

(*) Required fields.

Student Status

Indicate if the following are true about the student.

The student has legal dependents (not including the student's spouse)*	<input type="text" value="No"/>
The student is a veteran of the U.S. Armed Forces or currently serving on active duty*	<input type="text" value="No"/>
The student is 18 or older, but was, until the age of 18, a ward of the court*	<input type="text" value="No"/>
The student is 18 or older, but was, until the age of 18, in foster care*	<input type="text" value="No"/>
The student was determined to be an emancipated minor by a court in the student's state of legal residence*	<input type="text" value="No"/>
The student is homeless, or at risk of becoming homeless.*	<input type="text" value="No"/>

Save and Continue

Student Status

Questions are asked about the student
– not the student's parents

- Many students will answer no to all of these questions
- But let's look at what happens if the student answers yes to this last question

Student Status

(*) Required fields.

Student Status

Indicate if the following are true about the student.

The student has legal dependents (not including the student's spouse)*

The student is a veteran of the U.S. Armed Forces or currently serving on active duty*

The student is 18 or older, but was, until the age of 18, a ward of the court*

The student is 18 or older, but was, until the age of 18, in foster care*

The student was determined to be an emancipated minor by a court in the student's state of legal residence*

The student is homeless, or at risk of becoming homeless.*



Student Status

Questions are asked about you, the student – not your parents

- These are the same questions as you must answer on the FAFSA
- Your answers here should be the same as the student reported on the FAFSA
- If student is or can be certified as homeless or at risk of being homeless based on one of these questions, the student will be treated as an independent student

Homeless

(*) Required fields.

Homeless

At any time on or after July 1, 2019, did the student's high school or school district homeless liaison determine that the student was an unaccompanied youth who was homeless or was self-supporting and at risk of being homeless?*

Please Select... ▼

At any time on or after July 1, 2019, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that the student was an unaccompanied youth who was homeless or was self-supporting and at risk of being homeless?*

Please Select... ▼

At any time on or after July 1, 2019, did the director of a runaway or homeless youth basic center or transitional living program determine that the student was an unaccompanied youth who was homeless or was self-supporting and at risk of being homeless?*

Please Select... ▼

Save and Continue

Homeless - High School Verified - Answer "Yes" if the student's high school or school district homeless liaison determined the student met the definition of homeless.

Report the student's parents

All of them!

- All parents are reported
 - Living parents
 - Deceased parents
 - Current stepparents
 - Parents' current partner
 - Legal guardians
 - Legal guardian's spouse
- Up to four parents can be reported
- [Reporting Parents on the CSS Profile tutorial](#)

Parental Relationships

(*) Required fields.

List all of the student's parents below.

Include all parents - biological, adoptive, step-parents/parent's partner and legal guardians.

This information is used to help your schools understand your family situation and build your personalized application; it is critical that you be accurate and complete. If you answer incorrectly and have to change information on this page after you have completed other sections of the application it may result in that information being considered invalid and you will have to reenter that information.

Parent(s)

	Parent's first name*	Parent's last name*	Relationship to the student*	Deceased	Remove
Parent 1	<input type="text" value="Parent 1 First Name"/>	<input type="text" value="Parent 1 Last Name"/>	<input type="text" value="Please select..."/>	<input type="checkbox"/>	
Parent 2	<input type="text" value="Parent 2 First Name"/>	<input type="text" value="Parent 2 Last Name"/>	<input type="text" value="Please select..."/>	<input type="checkbox"/>	<input type="button" value="X"/>

Click the *Save and Continue* button if the student has no other parents.

Report the student's parents

Lexi reports her parents

- Lexi's parents are married
- She reports her parents
- Clicks on Save and Continue

Parental Relationships

(*) Required fields.

List all of the student's parents below.

Include all parents - biological, adoptive, step-parents/parent's partner and legal guardians.

This information is used to help your schools understand your family situation and build your personalized application; it is critical that you be accurate and complete. If you answer incorrectly and have to change information on this page after you have completed other sections of the application it may result in that information being considered invalid and you will have to reenter that information.

Parent(s)

	Parent's first name*	Parent's last name*	Relationship to the student*	Deceased	Remove
Parent 1	<input type="text" value="Mark"/>	<input type="text" value="Cavachon"/>	<input type="text" value="Father"/>	<input type="checkbox"/>	
Parent 2	<input type="text" value="Ava"/>	<input type="text" value="Cavachon"/>	<input type="text" value="Mother"/>	<input type="checkbox"/>	<input type="button" value="X"/>

Click the *Save and Continue* button if the student has no other parents.

Report the student's parents

Which country do your parents live in?

- Report the country your parents are living in now
- Don't report
 - Country of birth
 - Country of citizenship

Residence

(*) Required fields.

Residence

Country where the student's parent(s) live*

United States

Save and Continue

Selecting your colleges

If your college lists the CSS Code Number you should use, be sure to use that one!

College/Program Search

Search for your college/program using the CSS Code Number, the College/Program Name, or the State. Be sure that the CSS Code Number for the college(s) you select matches those provided on the college's website. Some universities have different codes for different colleges/schools.

Search By: *

- Please Select...
- CSS Code Number
- College/Program Name
- State

CSS Code Number: *

Selecting the colleges

Make certain to select the correct college

- High school seniors should never select a graduate school!
 - Law School
 - Medical School
 - Business School
- Make certain the college selected accepts the CSS Profile from undergraduate applicants
- Selecting the wrong college can delay the student's application

College/Program List	
Duke U: School of Law, NC	CSS Code Number: 5155
Domestic Graduate Applicants: Accepts from entering students only	
International Graduate Applicants: Accepts from entering students only	
Select College/Program: Duke U: School of Law <input type="checkbox"/>	
Duke University, NC	CSS Code Number: 5156
Domestic Undergraduate Applicants: Accepts	
Domestic Graduate Applicants: Does not accept	
International Undergraduate Applicants: Accepts from entering students only	
International Graduate Applicants: Does not accept	
Select College/Program: Duke University <input type="checkbox"/>	
Duke University School of Nursing, NC	CSS Code Number: 2185
Domestic Graduate Applicants: Accepts	
International Graduate Applicants: Accepts	
Select College/Program: Duke University School of Nursing <input type="checkbox"/>	
Duke University: School of Medicine, NC	CSS Code Number: 5152
Domestic Graduate Applicants: Accepts	
International Graduate Applicants: Accepts	
Select College/Program: Duke University: School of Medicine <input type="checkbox"/>	

Reporting College Details

You are still a first-year undergraduate, never previously attended if...

- You were dually enrolled while in high school
- You earned college credits as a high school student

College/Program Details

(*) Required fields.

College/Program Details

Provide the following information for each college or program to which the student is applying.

College of Sample 5024 MA

Student's 2020-21 year in school*

First year undergraduate, never previously attended ▾

College of Sample Assigned ID (if known)

Student's housing plans*

On campus ▾

Are you applying to this school Regular Decision, Early Action, or Early Decision?*

Early Decision ▾

Sample University 5025 MA

Student's 2020-21 year in school*

First year undergraduate, never previously attended ▾

Sample University Assigned ID (if known)

Student's housing plans*

On campus ▾

Are you applying to this school Regular Decision, Early Action, or Early Decision?*

Regular Decision ▾

Save and Continue

Admission Type - This will be used to provide you with appropriate deadlines and other information. It will not be reported out to other schools. If you are unsure, pick the most likely option and check the school's website for deadline information.

Reporting college details

Lexi's schools

- Lexi reports her plans for each college she has selected
- Most students will report the same year in school for each college
- If available, she will report the student ID assigned by the college
- She will be able to report her housing status and admissions application status appropriate for each college

College of Sample 5024 MA

Student's 2020-21 year in school*

First year undergraduate, never previously attended ▼

College of Sample Assigned ID (if known)

Student's housing plans*

On campus ▼

Are you applying to this school Regular Decision, Early Action, or Early Decision?*

Early Decision ▼

Sample University 5025 MA

Student's 2020-21 year in school*

First year undergraduate, never previously attended ▼

Sample University Assigned ID (if known)

Student's housing plans*

On campus ▼

Are you applying to this school Regular Decision, Early Action, or Early Decision?*

Regular Decision ▼

Parent information required!

The questions are now about the parents

- Lexi's mother and father will now see parent questions
 - Income
 - Assets
 - Family members



Reporting Income Information

2018 Parent Tax Schedules and Forms

- New Schedules added for 2018
- Check parent 2018 tax documents *carefully* to see if any of these new schedules apply

Parent Tax Schedules and Forms

(*) Required fields.

Parent Tax Schedules and Forms

Select the schedules and forms the student's parents' filed for 2018.

Please note, the schedules are new U.S. tax forms for 2018 and include items that were on base 1040s, such as income adjustments, taxable refunds of state income tax, business income, and education credits. Especially if you use a tax preparer or tax preparation software, please check carefully to see if these schedules apply.

1040 Schedule 1 - Additional Income and Adjustments to Income

1040 Schedule 2 - Tax

1040 Schedule 3 - Nonrefundable Credits

Form 2555 or Form 2555EZ - Foreign Earned Income Exclusion

Form 8959 - Additional Medicare Tax

Save and Continue

Reporting income information

Follow the numbers

- Income questions determined by the type of tax return filed
- Lexi's parents used their 2018 IRS 1040 to report their income information

Parent U.S. Tax Return (1040)

(*) Required fields.

Parent U.S. Tax Return (1040)

Enter the following information from the student's parents' 2018 1040 using the tax line references.

Enter numbers only. (No commas, decimals, or dollar signs.)

Line 1: Wages, salaries, tips, etc. *

Line 2a: Tax-exempt interest

Line 2b: Taxable interest

Line 3b: Ordinary dividends

Line 4a: IRAs, pensions, and annuities

Amount of rollover, if any

Line 4b: IRAs, pensions, and annuities, taxable amount

Line 5a: Social security benefits

Line 5b: Social security benefits, taxable amount

Line 7: Adjusted gross income*

Line 8: Standard deduction or itemized deductions

Line 9: Qualified business income deduction

Line 13: Federal taxes paid*

Line 17a: EIC (Earned income credit)

Line 17b: Sch. 8812 (Additional child tax credit)

Save and Continue

Reporting income information

Lexi's parents tax return information

2018 1040 Tax Return

Form 1040 (2018) Page 2

1	Wages, salaries, tips, etc. Attach Form(s) W-2	1	80,000
2a	Tax-exempt interest	2a	300
3a	Qualified dividends	3a	
4a	IRAs, pensions, and annuities	4a	
5a	Social security benefits	5a	
6	Total income. Add lines 1 through 5. Add any amount from Schedule 1, line 22	6	
7	Adjusted gross income. If you have no adjustments to income, enter the amount from line 6; otherwise, subtract Schedule 1, line 36, from line 6	7	63180
8	Standard deduction or itemized deductions (from Schedule A)	8	22000
9	Qualified business income deduction (see instructions)	9	
10	Taxable income. Subtract lines 8 and 9 from line 7. If zero or less, enter -0-	10	
11	a Tax (see inst.) (check if any from: 1 <input type="checkbox"/> Form(s) 8814 2 <input type="checkbox"/> Form 4972 3 <input type="checkbox"/>)	11	
12	a Child tax credit/credit for other dependents b Add any amount from Schedule 3 and check here	12	
13	Subtract line 12 from line 11. If zero or less, enter -0-	13	2110
14	Other taxes. Attach Schedule 4	14	
15	Total tax. Add lines 13 and 14	15	
16	Federal income tax withheld from Forms W-2 and 1099	16	
17	Refundable credits: a EIC (see inst.) b Sch. 8812 c Form 8863	17	
18	Add lines 16 and 17. These are your total payments	18	

Attach Form(s) W-2. Also attach Form(s) W-2G and 1099-R if tax was withheld.

Standard Deduction for—

- Single or married filing separately, \$12,000
- Married filing jointly or Qualifying widow(er), \$24,000
- Head of household, \$18,000
- If you checked any box under Standard deduction, see instructions.

Parent U.S. Tax Return (1040)

(*) Required fields.

Parent U.S. Tax Return (1040)

Enter the following information from the student's parents' 2018 1040 using the tax line references.

Enter numbers only. (No commas, decimals, or dollar signs.)

Line 1: Wages, salaries, tips, etc. *	80000
Line 2a: Tax-exempt interest	300
Line 2b: Taxable interest	
Line 3b: Ordinary dividends	500
Line 4a: IRAs, pensions, and annuities	
Amount of rollover, if any	
Line 4b: IRAs, pensions, and annuities, taxable amount	
Line 5a: Social security benefits	
Line 5b: Social security benefits, taxable amount	
Line 7: Adjusted gross income*	63180
Line 8: Standard deduction or itemized deductions	22000
Line 9: Qualified business income deduction	
Line 13: Federal taxes paid*	2110
Line 17a: EIC (Earned income credit)	
Line 17b: Sch. 8812 (Additional child tax credit)	4000 ×

Reporting income information

Information from Lexi's parents' W-2 and other documents

- Lexi's parents reported their earnings from their W-2s
 - Whole numbers only
 - Do not report cents
- They also reported other income
 - Retirement contributions
 - Family's Flexible Spending Account
- They responded "0" to questions that were required, but did not apply

Parent Income and Benefits Details

(*) Required fields.

Parent Earnings

How much did Mark earn from work in 2018?*

How much did Ava earn from work in 2018?*

No cents reported!

Whole numbers only.

Parent Contributions

Enter the amount the student's parents contributed in 2018 to the following:

Tax deferred pension and retirement savings plans*

A flexible spending account (FSA) for medical expenses*

A flexible spending account (FSA) for dependent care expenses*

A health savings account (HSA)*

Reporting income information

Reporting future income



Parent Other Years' Income and Benefits

(*) Required fields.

Parent 2019 Income and Benefits

Enter the amounts the student's parents received or expect to receive in 2019 for the following:

Mark's income from work *	<input type="text"/>
Ava's income from work *	<input type="text"/>
Other taxable income*	<input type="text"/>
Untaxed income and benefits*	<input type="text"/>

Parent 2020 Income and Benefits

Enter the amounts the student's parents received or expect to receive in 2020 for the following:

Mark's income from work *	<input type="text"/>
Ava's income from work *	<input type="text"/>
Other taxable income*	<input type="text"/>
Untaxed income and benefits*	<input type="text"/>

Reporting asset information

Report only assets you have

-
- Cash, savings, and checking asked of all filers
 - Other assets reported only if owned
 - Home
 - Investments
 - Parental assets held in the names of younger children
 - Other real estate
 - Business(es)
 - Farm(s)

Reporting the family members

Who else is in Lexi's family?



Household Introduction

An important part of financial aid is understanding who is in your family. So far we know your family consists of:

Lexi Cavachon

Mark Cavachon

Ava Cavachon

On the next pages we will ask about **other** people in the student's family such as the student's siblings.

Reporting the family members

Who else is in Lexi's family?



Dependent Summary

(*) Required fields.

Provide information for everyone, other than the student's parents and the student applicant, who lives in the student's parents' household and receives more than half of their support from them.

Click the *Save and Continue* button if you have no dependent information to provide.

Dependent(s)

	First Name*	Last Name*	Date of Birth*	Relationship to Student*	Remove
Dependent 1	Jean Pierre	Cavachon	01/27/2004	Sibling	✕

Add Another Dependent

Click the *Save and Continue* button if you have no dependent information to provide.

Reporting the family members

Who else is in Lexi's family?

- For each family member added, questions about their school enrollment will be asked
- If the family member is enrolled in a private K-12 school, questions will collect information about the school, including cost

Dependent Details

(*) Required fields.

Provide the following for Jean Pierre

For the 2019-20 academic year, what is this person's year in school?*

10th grade

For the 2020-21 academic year, what is this person's year in school?*

11th grade

Is this person attending a private K-12 school in 2019-20?*

No

Will this person attend a private K-12 school in 2020-21?*

No

It is Lexi's turn!

Questions now collect Lexi's financial information

- Questions will be similar to her parents
- Lexi will probably see fewer questions

-
- Lexi will answer questions about her
 - Income
 - Expected income and benefits
 - Expected summer earnings
 - Estimated school year earnings
 - Assets
 - Many questions will be similar to those answered by Mark and Ava

Special Circumstances

Important opportunity to Lexi's family tell its story

- Free-form box accepts up to 2,000 characters to explain financial issues
- Encourages the financial aid office to communicate with you
- Do not to be afraid to tell your story
- Do not be embarrassed

Special Circumstances

(*) Required fields.

Special Circumstances

Select the circumstances with ongoing financial impact that apply to your family. Provide details in the box below.*

- Change in employment
- Scholarships or Sponsor information
- Exceptional medical or dental expenses
- Siblings in private school
- Catastrophic Event or Natural Disaster
- Eldercare expenses
- Financial support of other family members
- Non-recurring income or expenses
- Other
- None

Explanation - You may provide up to 2,000 characters of information.

Please provide the information in English using the following standard American keyboard characters: letters (A-Z), numbers (0-9) and punctuation (.,:;-?!\$@%#=#). Ampersands, greater than/less than symbols, or other characters not listed as safe may cause processing problems.

The information you enter will be provided to all the colleges and programs you've selected to receive your information. If you have information specific to an institution, or if you need to provide additional information, please send it directly to the appropriate colleges and programs.*

Lexi's Dashboard

Up-to-date information on Lexi's application status

- Application status
- Payment receipt
- College list with deadlines
 - Add a college or program option
 - Deadline dates
 - Link to school portal
- Next steps

Lexi Cavachon Academic Year 2020-21

CBFinAid ID: Z00LHNW

Application Status



Application

Status:
Submitted on 08/14/2019
[Save a Copy](#)



Payment

Payment Received: \$41.00

Colleges & Programs

[Add a College or Program](#)

Institution Name	CSS Code	Submission Date	Priority Filing Date ?	Priority Filing Date Information	Award Letter Date ?	Student Portal ?
College of Sample	5024	08/14/2019	11/01/2019	Click for details	06/03/2020	Go to portal
Sample University	5025	08/14/2019	02/01/2020	Click for details	02/15/2021	Go to portal

Next Steps

Submit Documents to the Institutional Documentation Service (IDOC)

Please note: We are experiencing high volume. If you submitted your CSS Profile application within the last 24 hours, we may still be preparing your dashboard. You will be sent an email notification when it is available.

[Click here](#) to access your Institutional Documentation Service (IDOC) dashboard.

Your CBFinAid ID is: Z00LHNW

Submit Documents to your Colleges and Programs

The colleges and programs listed below require additional information to complete your financial aid application. If you have not already done so, submit a copy of each of the documents listed below **directly to the college(s) or program(s) indicated.**

Submitting the documents listed below to the College Board through IDOC will not meet the requirement for the schools listed below.

Clearly print the student's name and college or program assigned Student ID (if the student has one, or Social Security Number if he or she does not) on all pages of each document.

Documents - Required by Institution(s) ?	Owner	Institution Requesting
2018 Federal Income Tax Return	Parent	5025
2018 W-2 Forms	Parent	5024

When....

...should the CSS Profile be filed?



- No later than the first deadline of the colleges in the student's college list
- Almost every college will have a different deadline date
- Different dates for
 - Early decision
 - Early action
 - Regular decision
- Recommend treating a deadline like
 - College's deadline date
 - 5 days
 - = Student's deadline

Common mistakes

Students and parents make

- It is a student application – with parent information
- Parents have to remember that it isn't all about them

1. Applying for the wrong academic year
2. Entering important information incorrectly
 - a) Not reporting the student's name as shown on legal documents
 - b) Not reporting the student's Social Security Number when one is available or entering it incorrectly
 - c) Reporting parent information as student information, and vice versa
3. Entering the student's date of birth incorrectly
 - a) Parent entering a sibling's date of birth
 - b) Parent entering their own date of birth
4. Answering questions about the student's status incorrectly
 - a) Reporting the student has dependents
 - b) Reporting the student is married or is a veteran
 - c) Reporting the student is a ward of the court
5. Selecting a graduate school instead of the college's undergraduate program

Thank you!

References for you

- cssprofile.org
- [Getting Started with your CSS Profile Application](#)
 - Other tutorials available
 - Completing the CSS Profile as the Noncustodial Parent
 - Reporting Parents on the CSS Profile
- [Contact information](#) for customer support
 - Phone
 - Email
 - Chat