*mefa*®

# CSS Profile™

A Webinar for Students and Families

Profile is a registered trademark of the College Board, with which MEFA is not associated

# How to Participate in This Webinar

The microphone icon lets you know if you can be heard. The presenter may mute everyone during the webinar.

The hand icon may be used if the presenter wants to take a vote

Check the quality of your sound here

If the presenter provides handouts for the webinar, you will find them here

Have a question during the webinar? Type it in the *Questions* section
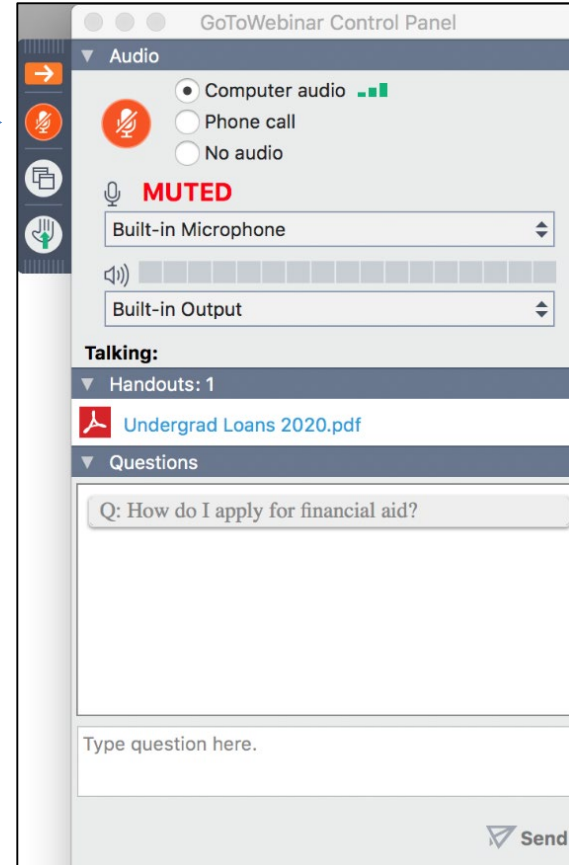
# About MEFA

Not-for-profit state authority created in 1982 helping families plan, save, and pay for college

# What is the CSS Profile?

- The College Board's online financial aid application
- Required by ~250 colleges/universities/scholarship programs
  — Check each college/university's financial aid website
- All colleges <u>also</u> require the FAFSA®
- Used to award non-federal financial aid funds
- Opens October 1st each year
- Available for both domestic and international students

**CollegeBoard**

# Why Do Institutions Use the Profile?

- Collects more detailed information than the FAFSA
- Allows schools to ask customized questions
- Permits you to provide special circumstances

# Start Here: cssprofile.org

**More info**

**High school seniors should apply for 2021-22**

**List of colleges that require the Profile**

**Info for noncustodial parents**

**Overview webinar**

**More info**

**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 2021/Spring 2022    Sign In to Fall 2020/Spring 2021

Check participating Schools and Scholarships

Learn how to apply

Completing the CSS Profile for the Noncustodial Parent

## Site Topics

**Getting Started**
We've compiled the list of our most helpful resources to make it easier for you to apply.

**Fee Waivers**
The CSS Profile is free for eligible students.

**Divorced or Separated Families**
Some colleges may require the CSS Profile from both biological parents. Learn more.

**International Applicants**
Many colleges provide scholarship aid to international students. Know what to expect.

# Additional Resources on Homepage

**Resources**

| ⬇ **Creating a CSS Profile Account for Parent Use** | ⬇ **CSS Profile Waiver Request for the Noncustodial Parent** | ⬇ **CSS Profile Fee Waivers** | ⬇ **CSS Profile Student Guide** |
|---|---|---|---|
| PDF Document  69.59 KB | PDF Document  186.65 KB | PDF Document  100.52 KB | PDF Document  111.02 KB |

**For any parent, including all noncustodial parents, not using the student's account**

# Participating Institutions and Programs

## 2021-22 Participating Institutions and Programs

The following colleges, universities, and scholarship programs use CSS Profile and/or IDOC as part of their financial aid process for some or all of their financial aid applicants in the populations listed below. Please check schools' websites or contact the institution for more information.

| CSS Code Show All ⌄ | Institution Name Show All ⌄ | Institution State Show All ⌄ | CSS Profile – Domestic Students Show All ⌄ | CSS Profile – International Students Show All ⌄ | CSS Profile – Noncustodial Parents Show All ⌄ | IDOC Show All ⌄ |
|---|---|---|---|---|---|---|
| 1003 | Alabama A&M University | AL | No | No | No | Yes |
| 5007 | American University | DC | Yes | No | Yes | No |
| 3003 | Amherst College | MA | Yes | Yes | Yes | Yes |
| 0193 | Armenian Student Assoc of Amer | RI | Yes | Yes | No | No |
| 3075 | Babson College | MA | Yes | Yes | Yes | Yes |

# Application Process

- Sign in
  - Use **student's** College Board account from SATs/AP tests
  - OR create a new student account using **parent's** information
  - Separate College Board account is needed for each student
- Left-hand sidebar will show different sections
- Sections are added when they become required
- You *are* permitted to jump ahead to a different section
- Click *Save and Continue* to move to the next section
- Each section is checked when it's completed
- You don't have to do the application all in one sitting
- When logging back in, you will be directed to the first incomplete section
- Answers are automatically saved as you go

# Application General Tips

- To exit, click *Save and Continue* and then close the browser
- Use buttons in application, not web browser, to navigate
- Click into an answer field and help tips will appear
- Questions with an asterisk are required
- Answer all questions to which you have answers, such as the SSN
- Can leave an answer blank if it does not apply and is not required

# Parent Information

- Report all parents and step-parents (up to 4) (include deceased)
- Legal guardians should be reported as parents (different from the FAFSA)
- Custodial parent, current spouse, and student provide info
  - — Provide list of colleges
- Some schools require noncustodial parent info (check school's website)
- Student provides email address of noncustodial parent
  - — Provides it either after school selection or in dashboard after submission
  - — It is student responsibility to follow up with noncustodial parent

**CSS Profile**     ⌂ Home    Getting Started    Fee Waivers    <u>Divorced or Separated Families</u>    International Applicants

## Info for Divorced or Separated Parents

# Noncustodial Parent Instructions

- Noncustodial parent will receive an email request to submit the Profile
- Noncustodial parent completes a separate Profile
    - Use same website: cssprofile.org
    - Must create own College Board account
    - Will use student's CBFinAid ID (included in email)
    - Will create a **student** account with **parent** information
    - No student financial info provided, just student demographic info
    - Does not select colleges but sees them listed
    - Cannot submit application until at least one college is listed
    - Can use a fee payment code
- Custodial and noncustodial parents cannot see one another's application
- If no contact with noncustodial parent, contact each financial aid office

# General Information Requested on Profile

- Colleges where student is applying
- Parent & student 2019 income
    - Will refer to tax return lines
- Parent & student projected income
    - 2020 & 2021
- Parent and student assets (current)
- Household member information
- Number of children in college

# More Questions = Better Estimate of Ability to Pay

**Parent Income**
— Untaxed Social Security Benefits, Earned Income Credit, Additional Child Tax Credit, Foreign Income Exclusion
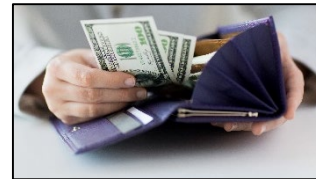


**Parent Assets**
— Value and debt of primary home
— All business and farm information
— Parent assets held in siblings' names
— Retirement value (asked for, though not often used)



**Parent expenses**
— Medical/dental
— Private elementary/secondary school tuition
— Education loan payments

# More Questions = Better Estimate of Ability to Pay

**Family data**
- — Ages of siblings
- — Colleges that siblings attend

**Student data**
- — Private scholarships
- — Employee tuition benefits

**Explanation of special circumstances**
- — After certain questions and at the end of the application
- — Can check a certain category but must provide details
- — Notate change in income, exceptional expenses, etc.
- — Send details to college if happens after completing the Profile

• **Supplemental Questions**
- — Added by each college/university (requesting school will be noted)
- — Sometimes not required but strongly recommended to answer
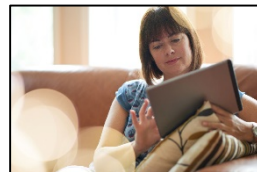
# Fees

- $25 for the application and initial school report
- $16 for each additional school report
- Fees are paid by the family
- Payment options: Credit card or debit card
- Noncustodial parent's Profile: $25 one-time

# Fee Waivers

- Automatically granted if family meets one of the following:
  - — Family is low income (parental income of approximately $45,000 or less)
  - — Student is an orphan or ward of the court and under 24
  - — Student received an SAT fee waiver (must use student's College Board account)
  - — Student resides in FEMA-designated disaster area
- Not available for international students
- Available to students applying for college freshman year whose parents live in U.S.
- Use for unlimited # of schools
- Noncustodial parents: fee waiver if meet same income guidelines above

# Fee Payment Codes

- Purchased by colleges/universities/organizations for use by students
- Each code pays for one college submission
- No limit on use of fee payment codes

# Submitting the Profile

- Will be given a chance to review the application
  - Prompts given to review inconsistencies or possible errors
  - Able to print answers if desired
- Will need to check box to certify that application is accurate
- Will be asked to pay – fee waivers show here
- Once submitted, cannot make online edits or delete schools
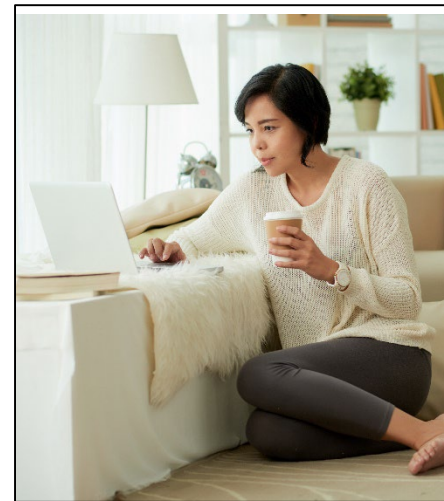
# Dashboard

- Can access anytime
- Tab on top right of application
- Includes:
  - Application status
  - Each college's submission date, deadline, and additional documents required
  - Next steps required by each school
  - Payment receipt
  - Option to save or print application
  - Opportunity to add a college or program
  - Link to IDOC
  - Space to add noncustodial parent's email address (can be sent multiple times)
  - The student's CBFinAid ID

# What is IDOC?

- College Board's Institutional Documentation Service
- Collects family documents (such as tax returns) on institution's behalf
- IDOC student dashboard tells student of required documents
- Institution-specific forms are under the *Get Forms* link on the IDOC dashboard
- Documents must be in JPEG, TIFF, or PDF format
- Sign any documents on signature lines
- IDOC Customer Service: (866) 897-9881
- idoc.collegeboard.com



Institutional Documentation Service (IDOC)

With IDOC, you submit your financial aid documents online and the College Board provides them to all of your IDOC schools automatically.

Sign in to IDOC

# IDOC Overview

slides.collegeboard.org/idoc-student-dashboard

# Profile Customer Support Center

Reach by selecting *Contact Us* throughout the application

**FAQs**

**CSS PROFILE CUSTOMER SUPPORT**

FAQ          CONTACT US (U.S. AND CANADA)          CONTACT US (INTERNATIONAL)

U.S. and Canada: 844-202-0524    ← **Phone number**

Support Hours:
 Phone: 9am-6pm ET Monday-Friday
 Chat: 9am-6pm ET Monday-Friday

CHAT AVAILABLE    ← **Chat**

Email: finaidservices@collegeboard.org

# CSS Profile Overview

learn.collegeboard.org/css-profile-overview/

# CSS Profile Student Guide



Link on cssprofile.org

# Things To Do

- Reference MEFA's *College Admissions and Financial Aid Timeline* on mefa.org

- Research deadlines and required applications

- Attend other MEFA webinars: mefa.org/events

- Start completing applications
  — Remember to do the FAFSA!

## MEFA Events

We offer free informative webinars and virtual community events on a range of topics. To register for an upcoming webinar, click a topic below. To view a recorded webinar, please view our MEFA Videos page. And if you're a school counselor or college administrator looking for a webinar, please visit the MEFA Institute.

# Connect with MEFA on Social Media



**facebook.com/mefaMA**

**@MEFAtweets**

**linkedin.com/company/mefa**

**youtube.com/MEFAcounselor**

# Thank You

# Questions?

(800) 449-MEFA (6332)
collegeplanning@mefa.org

How was the webinar? We'd love to hear your feedback.
Leave us a Google review at Google.com

★★★★★