



# CSS Profile™

A Webinar for Students and Families

# How to Participate in This Webinar

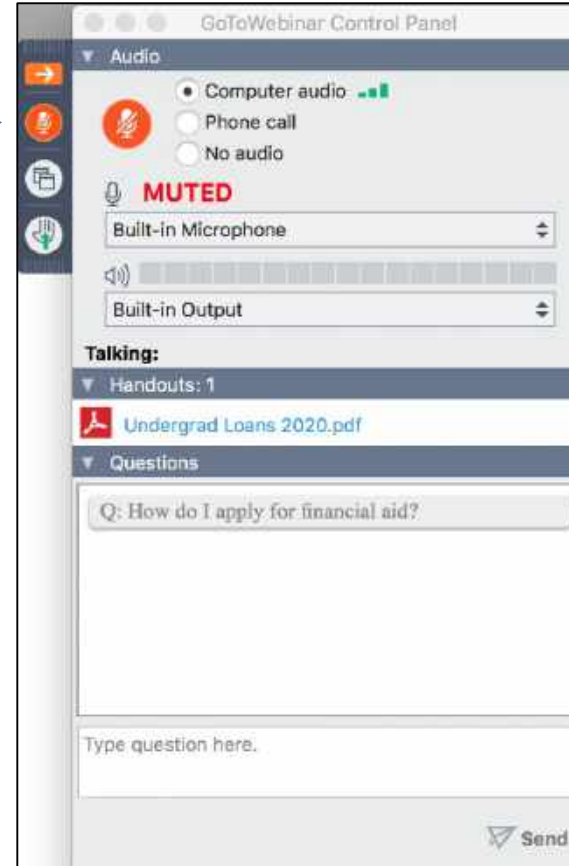
The microphone icon lets you know if you can be heard.  
The presenter may mute everyone during the webinar.

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 also require the FAFSA®
- Used to award non-federal financial aid funds
- Opens October 1st each year
- Available for both domestic and international students



# 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](https://cssprofile.org)

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 banner features a purple background with a circular image of two women talking. The text on the banner 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 2021/Spring 2022" (highlighted in yellow) and "Sign In to Fall 2020/Spring 2021".

Below the banner are three main sections, each with a purple icon:

- Check participating Schools and Scholarships**: Represented by a school building icon.
- Learn how to apply**: Represented by a speech bubble icon.
- Completing the CSS Profile for the Noncustodial Parent**: Represented by a person icon.

At the bottom, there is a "Site Topics" section with three columns:

- 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."

There is also a partially visible section for **International Applicants**: "Many colleges provide scholarship aid to international students. Know what to expect."

High school seniors should apply for 2021-22

List of colleges that require the Profile

More info

More info

Info for noncustodial parents

Overview webinar

# Additional Resources on Homepage

## Resources



[Creating a CSS Profile Account for Parent Use](#)

PDF Document | 69.59 KB



[CSS Profile Waiver Request for the Noncustodial Parent](#)

PDF Document | 186.65 KB



[CSS Profile Fee Waivers](#)

PDF Document | 100.52 KB



[CSS Profile Student Guide](#)

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	Institution Name	Institution State	CSS Profile – Domestic Students	CSS Profile – International Students	CSS Profile – Noncustodial Parents	IDOC
Show All ▾	Show All ▾	Show All ▾	Show All ▾	Show All ▾	Show All ▾	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



# 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](https://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
- Note 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





- \$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

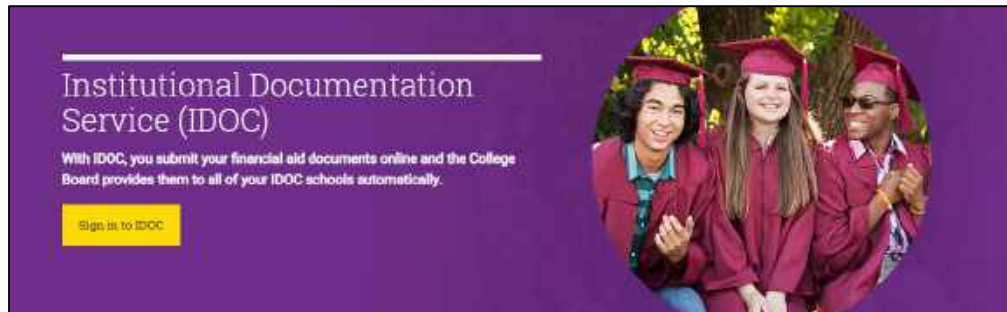


# Dashboard

- 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](http://idoc.collegeboard.com)

A purple banner for the Institutional Documentation Service (IDOC). On the left, the text reads "Institutional Documentation Service (IDOC)" in white, followed by "With IDOC, you submit your financial aid documents online and the College Board provides them to all of your IDOC schools automatically." Below this is a yellow button that says "Sign in to IDOC". On the right, there is a circular image of three graduates in maroon caps and gowns, smiling and clapping.

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

Institutional Documentation Service (IDOC) Overview

Play All

- About the Institutional Documentation Service
- Log in to IDOC
- Determine What Documents Are Required
- Upload Documents
- Check the Status of Submitted Documents
- How to Find and Complete Institution-Specific Forms
- Tips for a Successful IDOC Submission
- Helpful Resources

Institutional Documentation Service (IDOC) Overview

[slides.collegeboard.org/idoc-student-dashboard](https://slides.collegeboard.org/idoc-student-dashboard)

# Profile Customer Support Center

Reach by selecting *Contact Us* throughout the application

The screenshot shows the 'CSS PROFILE CUSTOMER SUPPORT' page. At the top, there is a search bar and a 'WELCOME' message. Below the header, there are three navigation tabs: 'FAQ', 'CONTACT US (U.S. AND CANADA)', and 'CONTACT US (INTERNATIONAL)'. The 'CONTACT US (U.S. AND CANADA)' tab is selected. Under this tab, the text 'U.S. and Canada: 844-202-0524' is displayed, with an orange arrow pointing to it from the label 'Phone number'. Below this, the 'Support Hours' section lists 'Phone: 9am-6pm ET Monday-Friday' and 'Chat: 9am-6pm ET Monday-Friday'. At the bottom of this section, there is a blue button labeled 'CHAT AVAILABLE', with an orange arrow pointing to it from the label 'Chat'. On the left side of the page, the text 'FAQs' has an orange arrow pointing to the 'FAQ' tab.

Email: [finaidservices@collegeboard.org](mailto:finaidservices@collegeboard.org)

# CSS Profile Overview

[learn.collegeboard.org/css-profile-overview/](https://learn.collegeboard.org/css-profile-overview/)



The screenshot shows the top navigation bar of the CSS Profile website. On the left is the CollegeBoard logo, and on the right is the text "CSS Profile". Below this is a "Menu" section with a purple horizontal bar. To the right of the menu title is a "CONTINUE →" link. The menu items are arranged in two columns:

- 1 What is the CSS Profile™ ?
- 2 Completing your application
- 3 What is the CSS Profile dashboard?
- 4 Fee Waivers
- 5 Divorced and Separated Parents
- 6 Independent Students
- 7 International Students
- 8 Tips and Helpful Resources



# CSS Profile Student Guide



CollegeBoard CSS Profile

## 2021-22 CSS Profile Student Guide

This guide provides the basic information you need to complete your CSS Profile application at [cssprofile.org](https://cssprofile.org) starting Oct. 1, 2020.

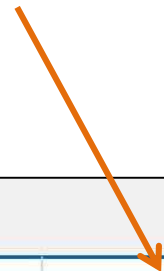
**WHAT is the CSS Profile?**

The **CSS Profile** is an online application that collects information used by nearly 400 colleges and scholarship programs to award non-federal aid. (For **federal** aid you must complete the **FAFSA**, available Oct. 1 at [fafsa.ed.gov](https://fafsa.ed.gov).) Some colleges may require the CSS Profile from both biological/adoptive parents in cases of divorce or separation.

**The Process**

1. **Sign-in** – Use your College Board username and password or sign up for a new account. If you created an account for the SAT or to view your PSAT or AP scores, you should use the same user name and password for your CSS Profile application.

Link on [cssprofile.org](https://cssprofile.org)



Resources

<a href="#">Creating a CSS Profile Account for Parent Use</a> PDF Document   69.59 KB	<a href="#">CSS Profile Waiver Request for the Noncustodial Parent</a> PDF Document   186.65 KB	<a href="#">CSS Profile Fee Waivers</a> PDF Document   100.52 KB	<a href="#">CSS Profile Student Guide</a> PDF Document   111.02 KB
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# Things To Do

- Reference MEFA's *College Admissions and Financial Aid Timeline* on [mefa.org](https://mefa.org)
- Research deadlines and required applications
- Attend other MEFA webinars: [mefa.org/events](https://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](#).

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[youtube.com/MEFAcounselor](https://youtube.com/MEFAcounselor)

Thank You

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# Questions?

(800) 449-MEFA (6332)

[collegeplanning@mefa.org](mailto:collegeplanning@mefa.org)

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