2016-2017 Transfer (January Enrollment) Application Instructions
US Citizens and Permanent Residents

Requirements due by November 1, 2016

   o This form is required to determine your eligibility for federal and state grants, federal loans and federal student employment.
   o Our Title IV school code is 001379.
   o You are encouraged to provide your consent to allow the IRS to populate the applicable income fields on the FAFSA with data from your federal tax return. If you choose not to participate in this process, you might be required to obtain a tax transcript from the IRS and send a signed copy to our office.

   o This form is required to determine eligibility for institutional grant aid only. It is not necessary to complete this form if you are only applying for federal and state grant aid, loans and student employment.
   o Our CSS code is 3284
   o There is a fee

Noncustodial Parent’s Profile
If your parents are divorced, separated, or were never married, your noncustodial parent is required to complete the Noncustodial Parent’s PROFILE online if you are applying for institutional grant aid. Once the custodial parent has submitted the CSS PROFILE, the student will receive an email with instructions from the College Board to provide to the noncustodial parent. This information is needed so that the noncustodial parent can access the Noncustodial Parent’s PROFILE application.

The following information must be sent to our office:
   ▪ Parent(s) 2015 signed federal tax return, with all schedules and W2 statements
   ▪ Student’s 2015 signed federal tax return, with all schedules and W2 statements
   ▪ Noncustodial 2015 signed federal tax return, with all schedules with W2 statements, if applicable
   ▪ 2015 Corporate and/or Partnership federal tax return(s) and Schedule K1 statements, if applicable
   ▪ Most recent Social Security Benefit statement, if you are currently receiving income from the Social Security Administration, if applicable
   ▪ Non-Tax Filer Statement, if you are unable to provide a tax return, please submit a Non-Tax Filer Statement(s) available in the forms section of our website.