2017-2018 Regular Decision Application Instructions
US Citizens and Permanent Residents
Requirements due by February 1, 2017

_Students are encouraged to submit all documents as soon as possible and preferably by January 9, 2017._

- **2017-2018 Free Application for Federal Student Aid (FAFSA)** – complete online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
  - This form is required to determine your eligibility for federal and state grants, federal loans and federal student employment.
  - Our Title IV school code is 001379.
  - 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.

  - 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.
  - Our CSS code is 3284
  - There is a fee

- **College Board’s Institutional Documentation Service (IDOC)** - The student’s award will be estimated based on figures provided on the FAFSA and CSS Profile. Reference the IDOC website for instructions: [https://idoc.collegeboard.org/idoc/](https://idoc.collegeboard.org/idoc/).
  - You will receive an email from the College Board in February about this process. The following information must be sent if applicable:
    - 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
    - Non-Tax Filer Statement, if you are unable to provide a tax return please submit a Non-Tax Filer Statement(s).

- **Noncustodial Parent’s Profile** – if applicable
  - 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.