

Applying for Financial Assistance

Instructions for Applying for Financial Aid for Early Decision, Regular Decision & Transfer Students

Early Decision U.S. Citizen and Permanent Residents*

Required Form	Preferred Deadlines	How to Apply/Submit Forms	Helpful Information
2017-2018 CSS PROFILE (required in order to receive consideration for institutional financial aid. Institutional Code: 2074)	November 1, 2016	Complete the CSS PROFILE online at https://profileonline.collegeboard.com . If you don't have a College Board online account, you'll need to create one in order to register for the PROFILE. Carnegie Mellon receives your PROFILE data electronically from CSS, so there's no need to send copies or printouts.	As part of the Early Decision Agreement, Carnegie Mellon is expected to provide U.S. citizens or permanent residents applying for financial aid with information regarding their financial aid eligibility. In order for us to provide you with an estimate of your financial aid eligibility, you must complete the CSS Financial Aid PROFILE by November 1 if you have not already done so. Carnegie Mellon's CSS College Code is 2074. Be sure to print the acknowledgment upon completion of the PROFILE and print a copy of the PROFILE for your own reference.
2017-2018 CSS Noncustodial PROFILE (only required if your parents are divorced or separated in order to receive consideration for institutional financial aid. Institutional Code: 2074)	November 1, 2016	Complete the CSS Noncustodial PROFILE (NCP) online at https://ncprofile.collegeboard.com . The student's CSS ID and Noncustodial PROFILE password that were assigned to you as part of the CSS PROFILE process will be needed to sign in to the NCP. Carnegie Mellon receives your Noncustodial PROFILE electronically from CSS, so there's no need to send copies or printouts.	There's a \$25 fee for submission of the CSS Noncustodial PROFILE. We don't require 1040s from the noncustodial parent.
2017-2018 Free Application for Federal Student Aid (FAFSA) (required for federal financial aid programs)	November 1, 2016	Apply at www.fafsa.gov . We highly recommend that you use the Data Retrieval Tool (DRT) when completing the FAFSA.	<ol style="list-style-type: none"> 1. Carnegie Mellon's federal code is 003242. 2. You may complete a FAFSA anytime after it becomes available on Oct. 1, 2016; however, please view our preferred timeframe for completing and submitting your FAFSA at admission.enrollment.cmu.edu/pages/applying-for-aid. 3. Be sure to sign your FAFSA electronically using your FSA ID (username and password).
IRS Tax Return Transcript Request	November 1, 2016	We recommend requesting your transcript online. To request a transcript, go to www.irs.gov/individuals/get-transcript .	If you and your parents are selected for federal verification as indicated on your Student Aid Report (document you receive after filing your FAFSA), then you're required to request an IRS Tax Return Transcript.
2015 Tax Returns & W-2 Forms	November 1, 2016	Carnegie Mellon uses the College Board Institutional Documentation Service (IDOC). Once you have filed your CSS PROFILE, you will be notified by the College Board and provided with the link to IDOC (https://idoc.collegeboard.org/idoc/) and login information. The Document Management Dashboard will display which documents you are required to submit to Carnegie Mellon. To upload tax documents, select the Upload Document(s) button and follow the step-by-step instructions. Be sure your documents have been signed. You may also submit documents via U.S. Postal Service to: College Board Processing Center, P.O. Box 8570, Portsmouth, NH 03802; however, the PREFERRED method is uploading online.	<ol style="list-style-type: none"> 1. Parents and students should submit signed copies of all pages and schedules of their 2015 federal tax returns and W-2s. If you were required to complete Partnership Schedule K-1 from Form 1065 and/or Form 2555 (Foreign Earned Income), these should also be submitted. 2. You're required to submit all requested documents in one IDOC packet. Do not send documents separately. 3. If you or your parents are required to file an Income Tax Return in a country other than the U.S., you must provide us a copy of your foreign tax return and provide tax information translated into U.S. dollars on a U.S. tax return. This translated tax return must be signed by you and the tax accountant who translated your income.
Additional Information	November 1, 2016	If your family has special circumstances, fax a letter detailing these circumstances to 412.268.7838.	

* Attestations: In order to view your financial aid package on Where Am I in the Process, admission.enrollment.cmu.edu/pages/application-status, all students must complete the attestations on Where Am I in the Process.