

Applying for Financial Assistance

Transfer Applicants, U.S. Citizen and Permanent Residents*

Required Form	Preferred Deadlines	How to Apply/Submit Forms	Helpful Information
2017-2018 Free Application for Federal Student Aid (FAFSA) (required for federal financial aid programs)	<i>Spring Transfer:</i> November 1 <i>Fall Transfer:</i> March 1 (February 15 for CFA)	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. Apply as soon as possible after January 1. 3. Be sure to sign your FAFSA electronically using your FSA ID (username and password).
IRS Tax Return Transcript Request	March 1	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.
2017-2018 CSS PROFILE (required in order to receive consideration for institutional financial aid. Institutional Code: 2074)	<i>Spring Transfer:</i> November 1 <i>Fall Transfer:</i> March 1 (February 15 for CFA)	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 is no need to send copies or printouts.	<ol style="list-style-type: none"> 1. Carnegie Mellon's CSS College Code is 2074. 2. As soon as you decide which schools you're applying to, you should register for PROFILE Online. This should be two weeks before the earliest college deadline, at minimum. 3. Have your tax returns and financial documents available. You'll also be charged an application fee of \$9 and an additional \$16 for each college. 4. Be sure to print the acknowledgement 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)	<i>Spring Transfer:</i> November 1 <i>Fall Transfer:</i> March 1 (February 15 for CFA)	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.	<ol style="list-style-type: none"> 1. We don't require 1040s or any tax information from the noncustodial parent. 2. There's a \$25 fee for the CSS Noncustodial PROFILE, regardless of the number of colleges requiring the information.
2015 Tax Returns & W-2 Forms	<i>Spring Transfer:</i> November 1 <i>Fall Transfer:</i> March 1 (February 15 for CFA)	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 translate your income.
Additional Information	<i>Spring Transfer:</i> November 1 <i>Fall Transfer:</i> March 1 (February 15 for CFA)	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.