



CSS Profile™

CSS Profile

An Overview of the 2022-23 CSS Profile

09/15/2021



The Process

- Applying for financial aid
- What
- Why
- When
- How
- Made a mistake?
- Common mistakes
- Resources



Applying for Financial Aid



It's a process!

- Start by applying for admission and financial aid
- Complete aid applications and application supports
 - FAFSA
 - CSS Profile, if required
 - Institutional applications, if required
 - Provide documents, if required
- Note all critical deadlines - **And do not miss them!**
- 2022-23 FAFSA and CSS Profile available October 1, 2021

What is CSS Profile?

- A financial aid application used to determine the family's financial need for **institutional aid**
- Used by about 400 colleges, universities, and scholarship programs
- A supplemental aid application to the FAFSA
 - FAFSA is **always** required for federal student aid
 - CSS Profile required only if your institution requires it
- Supports international students applying for institutional aid at some U.S. colleges
 - International applicants report in home currency, which is converted to U.S. dollars for institutions



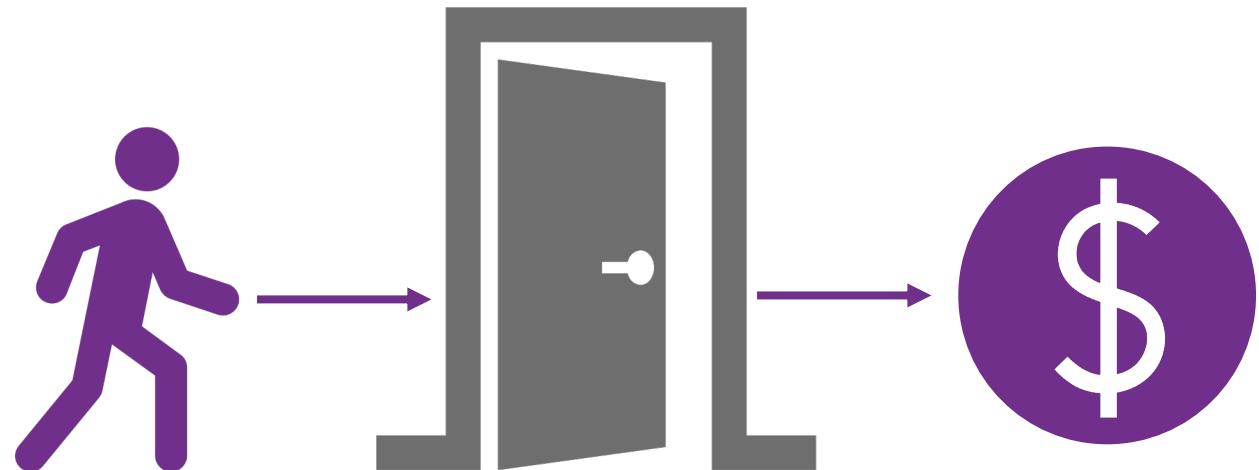
Why do colleges require CSS Profile?

- To understand the family's true financial need
- To ensure that institutional aid is awarded
 - To the students who truly need it
 - In a fair and equitable manner
- To collect information from each of the student's parents if the parents are no longer together and have different households



Why should students complete CSS Profile?

To make certain that the student applies for all the aid that an institution might award





When should you complete CSS Profile?

No later than the first deadline of your colleges!

Almost every college will have a different deadline and different dates for

- Early decision
- Early action
- Regular decision

Recommend treating a deadline like:

College's deadline date

- 5 days
- = Student's deadline

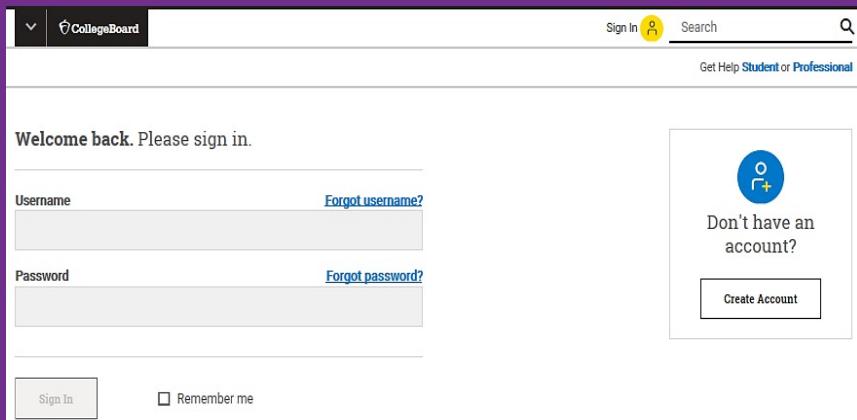
How do you complete CSS Profile?

- Verify if your college requires the CSS Profile either:
 - On your college's website or
 - On the College Board's website of [**Participating Institutions**](#)
- Complete the application online at [**cssprofile.org**](#)
 - Students, and in most cases their parents, will need to provide information



How do you complete CSS Profile?

- Log in with a College Board account
 - Use the student's account, if student has one
 - If no College Board account, create one
- Select the proper application year!
 - High school seniors who will graduate in the spring of 2022 apply for financial aid for **2022-23**
 - Same rule as for the FAFSA



- Noncustodial parents must create an account
- Custodial parents can create their own account or use student's account

[https://cssprofile.collegeboard.org/
pdf/creating-css-profile-account-
parent-use.pdf](https://cssprofile.collegeboard.org/pdf/creating-css-profile-account-parent-use.pdf)

How does the family complete CSS Profile?

Creating a CSS Profile Account for Parent Use

To complete a CSS Profile application, you need a College Board **student** account. If you need to complete the CSS Profile as a parent (for example, as a noncustodial parent), you still need to create and use a **student** account. You just need to create a student account using the parent's information.

Account creation step-by-step:

1. Go to cssprofile.org
2. Click the **Sign In to** button for the appropriate application award year
3. Click **Create Account** under **Don't have an account?**
4. Create your account using **your (the parent's) information, not the student's information**.

Once you have created your account and are completing the CSS Profile application, be careful to answer student sections with the student's information and parent sections with the parent's information.

IMPORTANT!

If a student was eligible for an SAT fee waiver, the student's College Board account must be used for the CSS Profile for the SAT based fee waiver to be awarded

Cost of CSS Profile

- **CSS Profile is FREE for domestic undergraduate applicants whose family reported income is \$100,000 or less!**
 - Independent or Dependent students
 - First time, Returning, or Transfer students
- Students can also submit CSS Profile for free if
 - Student received an SAT Fee Waiver
 - Is an Orphan, Ward of the Court, or Homeless
- Covers fees for all colleges selected

- New! Early Notification in app for
 - SAT Fee Waiver
 - Orphan, Ward of Court
- Eligibility based on income will be on Final Charge Summary page.
- Early Notification on Dashboard as well!

Cost of CSS Profile

CSS Profile 2022-23

Navigation	Fee Waiver Eligibility
✓ Getting Started	(*) Required fields.
✓ Parent Information	
✓ Academic Information	
✓ Housing Information	
✓ Student Income	
✓ Student Assets	
✓ Student Expenses	
✓ Special Circumstances	
✓ Supplemental Questions	
Submit Application	

CSS Profile 2022-23

Final Charge Summary		
Application Fee	9.00	
College(s) Programs(s) selected 5025 Sample University(22 rollover)	16.00	
Total Charge	\$25.00	
Fee Waiver Credit	\$25.00	
Amount Due	\$0	

Based on the information you provided on your CSS Profile application, you qualified for a fee waiver. The fee waiver covers all of your CSS Profile fees.

Please click here to view your CSS Profile application status.

Please click here to view your CSS Profile application status.

Elizabeth Board Academic Year 2022-23

Application Status	Application Status: In Progress Continue Application	\$ Fee Waiver Eligible You can send your CSS Profile to schools at no cost.
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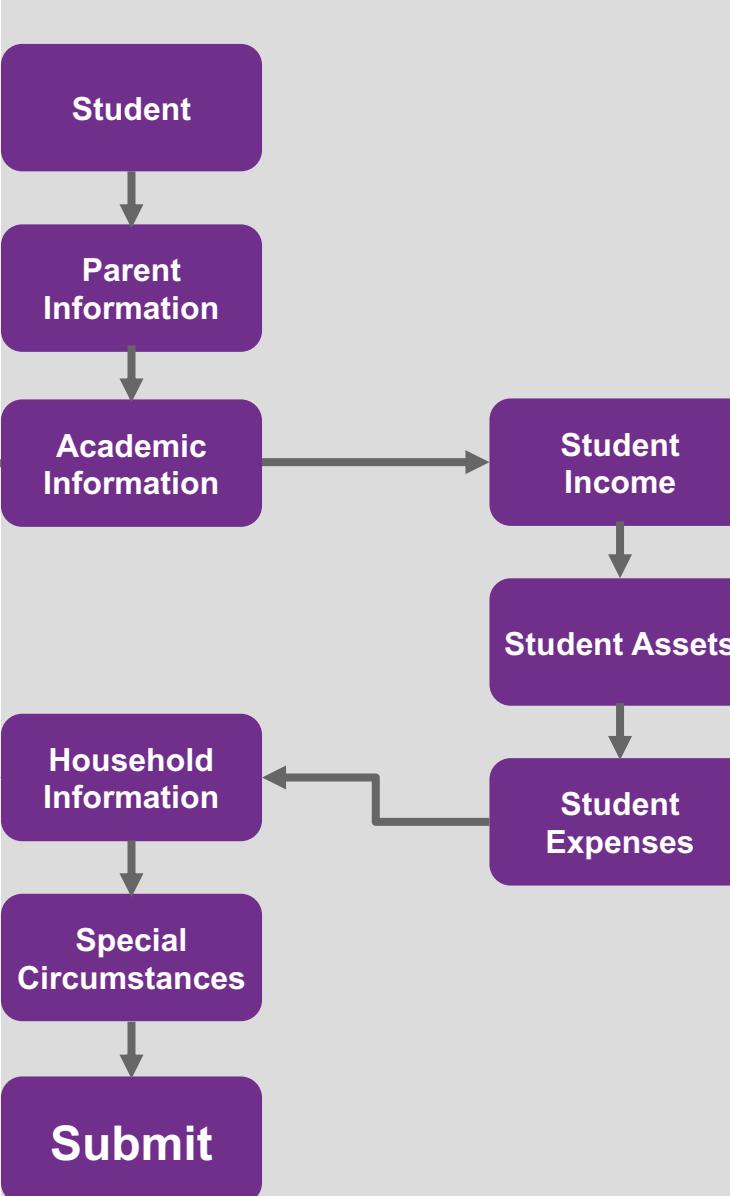
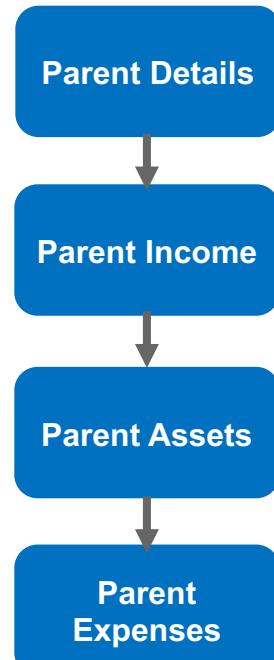
Cost of CSS Profile

- Custodial Household
 - \$25 for application and first college selected
 - \$16 for each additional college
- Noncustodial Household
 - \$25 flat fee

CSS Profile at a Glance

A comprehensive application to allow for a full understanding of the family

Parent Data Required



Always Completed

Getting Started

Navigating the application

- Academic Year
- Navigation Pane
- Help
- Save and Continue
- Contact Us
- Dashboard
- Log Out



CollegeBoard **CSS Profile™** August 17, 2021

Privacy Policy | Contact Us | Dashboard | Log Out

CSS Profile 2022-23

Navigation

- ▶ Getting Started
- ▶ Student Status
- ▶ Housing Information
- ▶ Confirm Demographics
- Submit Application

Getting Started
(*) Required fields.

About the student

This section asks for important information about the student.

First name*

Middle name

Last name*

Preferred name

Email address*

Phone number (#####) #####*

Date of birth (MM/DD/YYYY)* mm/dd/yyyy

Student's marital status* Please Select...

Student's CBFInAid ID

Student's Citizenship

Country where the student lives* Please Select...

Citizenship status* Please Select...

Save and Continue

First Name - The student's first name as it appears on legal documents (i.e. birth certificate, passport).



Getting Started

Get it right from the beginning!

- Student's name
 - Enter as listed on legal documents
 - Social Security Card
 - Alien Registration Card
- Date of birth
- Social Security Number
 - Must match number on FAFSA
 - Critical to matching file correctly at your institution



Getting Started
(*) Required fields.

About the student

This section asks for important information about the student.

First name*	Elizabeth
Middle name	
Last name*	Board
Preferred name	Liz
Email address*	elizabethboard@yopmail.com
Phone number (# #####) # *# *# *	7035614568
Date of birth (MM/DD/YYYY)*	01/01/2005
Student's marital status*	Never married
Student's CBFInAid ID	

Student's Citizenship

Country where the student lives*
Citizenship status*
Student's Social Security Number (US) or Social Insurance Number (Canada). Please Note: Many institutions use the SSN/SIN as a primary student identifier. If this field is left blank, or an incorrect number is entered, financial aid processing may be delayed.

United States
U.S. citizen

Show



Student Status

About the student – not the parents!

- These questions are critical to setting the CSS Profile correctly.
- Student's name is used to emphasize these questions are about the student.
- Common mistake is for parents to answer these questions about themselves.

Student Status

(*) Required fields.

Student Status

Indicate if the following are true about Elizabeth.

Elizabeth has legal dependents (not including the student's spouse)*

Elizabeth is a veteran of the U.S. Armed Forces or currently serving on active duty*

Elizabeth is currently a ward of the court*

Elizabeth is currently in foster care*

Elizabeth was determined to be an emancipated minor by a court in the student's state of legal residence*

Elizabeth is homeless, or at risk of becoming homeless.*

Student Status

Student Status

(*) Required fields.

Student Status

Indicate if the following are true about Elizabeth.

Elizabeth has legal dependents (not including the student's spouse)*

Elizabeth is a veteran of the U.S. Armed Forces or currently serving on active duty*

Elizabeth is currently a ward of the court*

Elizabeth is currently in foster care*

Elizabeth was determined to be an emancipated minor by a court in the student's state of legal residence*

Elizabeth is homeless, or at risk of becoming homeless.*

Student Status

- Answers must be the same as reported on the FAFSA
- If student is certified as homeless or at risk of being homeless, the student will be treated as an independent student

Homeless

(*) Required fields.

Homeless

At any time on or after July 1, 2021, did Elizabeth's high school or school district homeless liaison determine that they were an unaccompanied youth who was homeless or was self-supporting and at risk of being homeless?*

Please Select... ▾

At any time on or after July 1, 2021, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that Elizabeth was an unaccompanied youth who was homeless or was self-supporting and at risk of being homeless?*

Please Select... ▾

At any time on or after July 1, 2021, did the director of a runaway or homeless youth basic center or transitional living program determine that Elizabeth was an unaccompanied youth who was homeless or was self-supporting and at risk of being homeless?*

Please Select... ▾

Report the student's parents

- **All parents are reported**
 - Living parents
 - Deceased parents
 - Current stepparents
 - Parent's current partner
 - Legal guardians
 - Legal guardian's spouse
- Up to four parents can be reported
- View [Reporting Parents on the CSS Profile](#) tutorial

Parental Relationships
(*) Required fields.

List all of Lexi's parents below.

Include all parents - biological, adoptive, step-parents/parent's partner and legal guardians.

This information is used to help your schools understand your family situation and build your personalized application; it is critical that you be accurate and complete.

If you answer incorrectly and have to change information on this page after you have completed other sections of the application it may result in that information being considered invalid and you will have to reenter that information.

Parent(s)

	Parent's first name*	Parent's last name*	Relationship to Lexi*	Deceased	Remove
Parent 1	Parent 1 First Name	Parent 1 Last Name	Please select... ▾	<input type="checkbox"/>	
Parent 2	Parent 2 First Name	Parent 2 Last Name	Please select... ▾	<input type="checkbox"/>	×

[Add Another Parent](#)

Click the *Save and Continue* button if the student has no other parents.

Report the student's parents

- Elizabeth reports her parents and their relationship to her
- Use “Add Another Parent” to report stepparents, legal guardians, or other additional parents

Parental Relationships
(*) Required fields.

List all of Elizabeth's parents below.

Include all parents - biological, adoptive, step-parents/parent's partner and legal guardians.

This information is used to help your schools understand your family situation and build your personalized application; it is critical that you be accurate and complete.

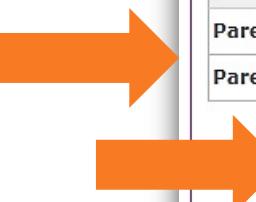
If you answer incorrectly and have to change information on this page after you have completed other sections of the application it may result in that information being considered invalid and you will have to reenter that information.

Parent(s)

	Parent's first name*	Parent's last name*	Relationship to Elizabeth*	Deceased	Remove
Parent 1	Mark	Board	Father	<input type="checkbox"/>	
Parent 2	Ava	Board	Mother	<input type="checkbox"/>	

Add Another Parent

Click the *Save and Continue* button if the student has no other parents.



Report the student's parents

Where do your parent's live?

- Report the country your parents are living in now
- Do Not report
 - Country of birth
 - Country of citizenship

Residence
(*) Required fields.

Residence

Country where Elizabeth's parent(s) live*

Selecting your colleges

If your college lists the CSS Code Number, you should be sure to use that one!

College/Program Search

Search for your college/program using the CSS Code Number, the College/Program Name, or the State. Be sure that the CSS Code Number for the college(s) you select matches those provided on the college's website. Some universities have different codes for different colleges/schools.

Search By:*



Please Select...
CSS Code Number
College/Program Name
State

Cancel Add to CSS Profile Search

Selecting your colleges

Make certain to select the correct college

- High school seniors should not select a graduate school!
 - Law school
 - Medical school
 - Business school
- Verify that the college accepts the CSS Profile from undergraduate applicants
- Selecting the wrong college can delay your application

Duke U: Grad School Kunshan, NC	CSS Code Number: 2292
Domestic Graduate Applicants: Accepts	
International Graduate Applicants: Accepts	
Select College/Program: Duke U: Grad School Kunshan <input type="checkbox"/>	
Duke University, NC	CSS Code Number: 5156
Domestic Undergraduate Applicants: Accepts	
International Undergraduate Applicants: Accepts from entering students only	
Select College/Program: Duke University <input type="checkbox"/>	
Duke University School of Nursing, NC	CSS Code Number: 2185
Domestic Undergraduate Applicants: Accepts from returning students only	
Domestic Graduate Applicants: Does not accept	
International Undergraduate Applicants: Does not accept	
International Graduate Applicants: Does not accept	
Select College/Program: Duke University School of Nursing <input type="checkbox"/>	

Reporting College Details

You are still a first-year undergraduate, never previously attended if:

- You were dually enrolled while in high school
- You earned college credits as a high school student

College/Program Details

(*) Required fields.

College/Program Details

Provide the following information for each college or program to which Elizabeth is applying.

College of Sample 5024 MA

2022-23 year in school*

Please Select...

College of Sample Assigned ID (if known)

Please Select...

Housing plans*

Please Select...

First year undergraduate, never previously attended

First year undergraduate, previously attended

Second year undergraduate

Third year undergraduate

Fourth year undergraduate

Fifth year (or higher) undergraduate

First year graduate student

Second year graduate student

Third year graduate student

Fourth year (or higher) graduate student

Please Select...

Sample University 5025 MA

2022-23 year in school*

Please Select...

Sample University Assigned ID (if known)

Please Select...

Housing plans*

Please Select... ▾

Reporting College Details

Elizabeth's Schools

- Elizabeth reports her plans for each college:
 - Year in school
 - Student ID assigned by college (if available)
 - Housing plans
 - Admissions application status

College of Sample 5024 MA

2022-23 year in school* First year undergraduate, never previously attended ▾

College of Sample Assigned ID (if known)

Housing plans* On campus ▾

Applying to this school Regular Decision, Early Action, or Early Decision?* Early Decision ▾



Sample University 5025 MA

2022-23 year in school* First year undergraduate, never previously attended ▾

Sample University Assigned ID (if known)

Housing plans* On campus ▾

Applying to this school Regular Decision, Early Action, or Early Decision?* Regular Decision ▾



Parent information required!

The questions are now about the parents

- Elizabeth's mother and father will now see parent questions
 - Income
 - Assets
 - Family members



Reporting Income Information

2020 Parent Tax Schedules and Forms

Check parent 2020 tax documents carefully to see if schedules apply!

Parent Tax Schedules and Forms

(*) Required fields.

Parent Tax Schedules and Forms

Select the schedules and forms Elizabeth's parents' filed for 2020.

Please note, common items such as taxable refunds of state income tax and business income are reported on schedules. Especially if you use a tax preparer or tax preparation software, please check carefully to see if these schedules apply.

- 1040 Schedule 1 - Additional Income and Adjustments to Income**
- 1040 Schedule 2 - Tax**
- 1040 Schedule 3 - Nonrefundable Credits**
- Form 2555 - Foreign Earned Income Exclusion**
- Form 8959 - Additional Medicare Tax**

Reporting Income Information

Follow the numbers

- Income questions are determined by the type of tax return filed.
- Elizabeth's parents used their 2020 IRS 1040 to report their income.

Parent U.S. Tax Return (1040)

Enter the following information from Elizabeth's parents' 2020 1040 using the tax line references.

Enter whole numbers only. (No commas, decimals, or dollar signs.)

Line 1: Wages, salaries, tips, etc. *	<input type="text"/>
Line 2a: Tax-exempt interest	<input type="text"/>
Line 2b: Taxable interest	<input type="text"/>
Line 3b: Ordinary dividends	<input type="text"/>
Line 4a: IRA distributions	<input type="text"/>
Amount of rollover, if any	<input type="text"/>
Line 4b: IRAs, taxable amount	<input type="text"/>
Line 5a: Pensions and annuities	<input type="text"/>
Amount of rollover, if any	<input type="text"/>
Line 5b: Pensions and annuities, taxable amount	<input type="text"/>
Line 6a: Social security benefits	<input type="text"/>
Line 6b: Social security benefits, taxable amount	<input type="text"/>
Line 7: Capital gain or (loss)	<input type="text"/>
Line 10c: Adjustments to income	<input type="text"/>
Line 11: Adjusted gross income*	<input type="text"/>
Line 12: Standard deduction or itemized deductions	<input type="text"/>
Line 13: Qualified business income deduction	<input type="text"/>
Line 22: Federal taxes paid*	<input type="text"/>
Line 27: Earned income credit (EIC)	<input type="text"/>
Line 28: Additional child tax credit	<input type="text"/>

Reporting Income Information

Follow the numbers

2020 1040 Tax Return

1	Wages, salaries, tips, etc. Attach Form(s) W-2	1	80000
2a	Tax-exempt interest	2a	300
3a	Qualified dividends	3a	
4a	IRA distributions	4a	
5a	Pensions and annuities	5a	
6a	Social security benefits	6a	
7	Capital gain or (loss). Attach Schedule D if required. If not required, check here ►	7	
8	Other income from Schedule 1, line 9	8	
9	Add lines 1, 2b, 3b, 4b, 5b, 6b, 7, and 8. This is your total income ►	9	80800
10	Adjustments to income:		
a	From Schedule 1, line 22	10a	2110
b	Charitable contributions if you take the standard deduction. See instructions	10b	150
c	Add lines 10a and 10b. These are your total adjustments to income ►	10c	2260
11	Subtract line 10c from line 9. This is your adjusted gross income ►	11	78540
12	Standard deduction or itemized deductions (from Schedule A)	12	
13	Qualified business income deduction. Attach Form 8995 or Form 8995-A	13	
14	Add lines 12 and 13	14	
15	Taxable income. Subtract line 14 from line 11. If zero or less, enter -0-	15	

Parent U.S. Tax Return (1040)

Enter the following information from Elizabeth's parents' 2020 1040 using the tax line references.

Enter whole numbers only. (No commas, decimals, or dollar signs.)

Line 1: Wages, salaries, tips, etc. *

80000

Line 2a: Tax-exempt interest

300

Line 2b: Taxable interest

Line 3b: Ordinary dividends

500

Line 4a: IRA distributions

Amount of rollover, if any

Line 4b: IRAs, taxable amount

Line 5a: Pensions and annuities

Amount of rollover, if any

Line 5b: Pensions and annuities, taxable amount

Line 6a: Social security benefits

Line 6b: Social security benefits, taxable amount

Line 7: Capital gain or (loss)

Line 10c: Adjustments to income

2260

Line 11: Adjusted gross income*

78540

Reporting Income Information

Information from Lexi's parents' W-2s and other documents

- Elizabeth's parents report their earnings from their W-2s
- They also report other income
 - Retirement contributions
 - Family's Flexible Spending Account
- They respond "0" to questions that do not apply

The screenshot shows two sections of the CSS Profile application:

Parent Earnings

- How much did Mark earn from work in 2020?*
- How much did Ava earn from work in 2020?*

A callout box with a purple border and arrow points to the input field for Mark's earnings, containing the text "Whole numbers only" and "No Cents".

Parent Contributions

Enter the amount Elizabeth's parents contributed in 2020 to the following:

- Tax deferred pension and retirement savings plans*
- A flexible spending account (FSA) for medical expenses*
- A flexible spending account (FSA) for dependent care expenses*
- A health savings account (HSA)*

Reporting Income Information

Reporting future income

- Covid-19
- Expect Change

Parent 2021 Income and Benefits

Enter the amounts Elizabeth's parents received or expect to receive in 2021 for the following:

Mark's income from work *

Ava's income from work *

Other taxable income*

Untaxed income and benefits*

Was Elizabeth's parents' 2021 income significantly impacted due to the COVID-19 pandemic? If you answer "Yes" please provide details in the Special Circumstances section at the end of the application.



Expect Change

Do Elizabeth's parents expect a significant income change in 2022 due to a new job, a job loss, retirement, benefit changes, etc.?*



Reporting Income Information

Reporting future income

Expect Change

Do Elizabeth's parents expect a significant income change in 2022 due to a new job, a job loss, retirement, benefit changes, etc.?*

Yes



Parent 2022 Income and Benefits

Enter the amounts Elizabeth's parents received or expect to receive in 2022 for the following:

Mark's income from work *

40000

Ava's income from work *

0

Other taxable income*

0

Untaxed income and benefits*

0

Reporting Asset Information

Report only assets that you have

- Cash, savings, and checking asked of all filers
- Other assets reported only if owned
 - Home
 - Investments
 - Parental assets held in the name of younger children
- Other real estate
- Business(es)
- Farm(s)

Parent Assets Introduction

In this section, we'll ask questions about the assets that belong to Elizabeth's parents. To begin, we'll ask you questions to determine the types of assets owned. Then, you'll provide the current value of each asset. Statements from a bank or financial institution may be useful for this section.

Remember:

- provide the value for each asset as of today, rather than average or original values
- this section is entirely about the assets that belong to the student's parents

Reporting the family members

Who else is in Elizabeth's family?



Household Introduction

An important part of financial aid is understanding who is in your family. So far we know your family consists of:

Elizabeth Board
Mark Board
Ava Board

On the next pages we will ask about **other** people in the student's family such as the student's siblings.

Reporting the family members

Who else is in Elizabeth's family?



Dependent(s)

First Name*	Last Name*	Date of Birth*	Relationship to Student*	Remove
Dependent 1	John	Board	02/02/2002	Sibling

Add Another Dependent

Click the *Save and Continue* button if you have no dependent information to provide.



Reporting the family members

Who else is in Elizabeth's family?

For each family member added, you will provide information about their school attendance

Provide the following for John

For the 2021-22 academic year, what is John's year in school?*

For the 2022-23 academic year, what is John's year in school?*

Is John attending a private K-12 school in 2021-22?*

Will John attend a private K-12 school in 2022-23?*

It's Elizabeth's turn!

Questions now collect Elizabeth's financial information

- Elizabeth will answer questions about her
 - Current income
 - Expected income and benefits
 - Assets
- Questions will be like those answered by Mark and Ava

Student Income

The next section will ask about Elizabeth's income. You will need their 2020 federal tax return and all W-2 forms. If they are married, you will need their spouse's tax information as well.

Student Assets Introduction

In this section, we'll ask questions about Elizabeth's assets. To begin, we'll ask you questions to determine the types of assets owned. Then, you'll provide the current value of each asset. Statements from a bank or financial institution may be useful for this section.

Remember:

- provide the value for each asset as of today, rather than average or original values
- this section is entirely about the assets that belong to the student (and if married, their spouse)
- Investments include stocks & stock options, bonds, savings bonds, mutual funds, money market funds, Uniform Gifts to Minors (or similar accounts), certificates of deposit, non-qualified (non-retirement) annuities, commodities, precious & strategic metals, and installment & land sale contracts (including seller-financed mortgages). They do not include the student's home, business, farm, or real estate.

Special Circumstances

Important opportunity to tell your story!

- Use this section to tell your story
- Tips:
 - Select all options that apply
 - Be specific
 - Include amounts
 - Include examples



Special Circumstances

(*) Required fields.

Special Circumstances

Select the circumstances with ongoing financial impact that apply to your family. Provide details of the financial impact, including annual amounts paid, in the box below. *

- Change in employment
- Covid-19 pandemic
- Scholarships or Sponsor information
- Exceptional medical or dental expenses
- Catastrophic Event or Natural Disaster
- Eldercare expenses
- Financial support of other family members
- Non-recurring income or expenses
- Other
- None

Profile Dashboard

Up-to-date information

- Application status
- Payment receipt
- College list with details
 - Deadline dates
 - Link to school portal
- Add a college or program
- Next steps

CollegeBoard **CSS Profile™** Privacy Policy Contact Us August 30, 2021 Log Out CBFInAid ID: ZAAR9B6

elizabeth board Academic Year 2022-23

Application Status Application Status: Submitted on 08/30/2021 Save a Copy

Add a College or Program

Institution Name	CSS Code	Submission Date	Correction Date	Priority Filing Date ?	Priority Filing Date Information	Award Letter Date ?	Student Portal ?
College of Sample	5024	08/30/2021					Go to portal
Sample University	5025	08/30/2021			Click for details		Go to portal

Next Steps ▼ Submit Documents to the Institutional Documentation Service (IDOC)
Click here to access your Institutional Documentation Service (IDOC) dashboard.
Please note: After you submit your CSS Profile, we start the preparation of your IDOC dashboard. During peak times it may take up to a few hours for your dashboard to be created. You will be sent an email notification when it is available.

► Submit Documents to your Colleges and Programs

Made a mistake on your application?

New this year, you can submit a Correction!

- Basics:
 - Can only submit one correction
 - You cannot change data on the original application
 - ▶ Correction is only to add data
 - Corrections will be available 1 day after submission of your application
- Submit at no Cost!

Application Status

 Application
Status:
Submitted on 07/28/2021
[Save a Copy](#)

Correction Status

 CSS Profile Correction
[Correct Your CSS Profile](#)

Colleges & Programs

Add a College or Program

Institution Name	CSS Code	Submission Date	Correction Date	Priority Filing Date ?	Priority Filing Date Information	Award Letter Date ?	Student Portal ?
College of Sample(22 rollover)	5024	06/24/2021					Go to portal
Sample University(22 rollover)	5025	06/24/2021			Click for details		Go to portal



Submitting a Correction

How to start the process?

- Click on “Correct Your CSS Profile”

Application Status

 Application
Status:
Submitted on 07/28/2021
[Save a Copy](#)

Correction Status

 CSS Profile Correction
[Correct Your CSS Profile](#)

Click to Start

Colleges & Programs

Institution Name	CSS Code	Submission Date	Correction Date	Priority Filing Date ?	Priority Filing Date Information	Award Letter Date ?	Student Portal ?
College of Sample(22 rollover)	5024	06/24/2021					Go to portal
Sample University(22 rollover)	5025	06/24/2021			Click for details		Go to portal

Add a College or Program

Submitting a Correction

Types of Corrections

- Select Primary Reason for Correction
 - Can only select one reason
- Types of Corrections:
 - Changing from Independent to Dependent (only applies to student application)
 - Need to add a Business or Farm
 - Other options

Corrections

(*) Required fields.

Corrections

Please choose the main reason you need to correct or update your CSS Profile application. If there's more than one reason, you can explain in the box below. If you are changing from Independent to Dependent, please select that option. If you are adding a business or farm, please select that option.*

Please select...

- Changing from Independent to Dependent
- Need to add a Business or Farm
- Made a mistake
- Change in Employment
- COVID-19
- Medical Dental Expenses
- Catastrophic Event
- Elder Care
- Nonrecurring Income
- Financial Support
- Other

select to receive your information. If you have information specific to an institution, or if you need to provide additional information, please send it directly to the appropriate colleges and programs.*

Submitting a Correction

Changing from Independent to Dependent

- Talk with your Colleges First!
- Then, Contact Customer Service
 - If not, correction cannot be started
 - Warning message will alert you to contact them
- Customer Service will open this Correction process for you
 - Ensures you do not incorrectly change your status
- Once open,
 - Select this option (no warning)
 - Complete free form text box
 - Complete all parent questions

Corrections

(*) Required fields.

Corrections

Please choose the main reason you need to correct or update your CSS Profile application. If there's more than one reason, you can explain in the box below. If you are changing from Independent to Dependent, please select that option. If you are adding a business or farm, please select that option.*

Warning

If you are attempting to update your CSS Profile from an Independent status to a Dependent status, please contact Customer Service to begin the process. Once Customer Service has confirmed your application is ready you can return to this page to proceed with your correction.

Please note changing from Independent to Dependent will require you to answer additional questions on your CSS Profile Application.

[Close](#)

[Contact Us](#)

The information you enter will be provided to all the colleges and programs you select to receive your information. If you have information specific to an institution, or if you need to provide additional information, please send it directly to the appropriate colleges and programs.*

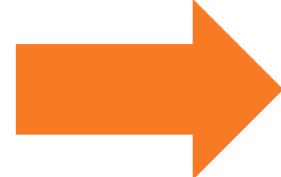


Submitting a Correction

Changing from Independent to Dependent

- Application will display all questions not previously answered
 - Parent Details
 - Parent Income
 - Parent Assets
 - Parent Expenses
 - Household Summary (parent questions only)
 - Supplemental Questions (if applicable)
- Once questions are complete, you will submit Correction at no cost

Navigation
✓ Getting Started
✓ Parent Information
✓ Residence
✓ Academic Information
Currency
Housing Information
Student Income
Student Assets
Student Expenses
Special Circumstances
Supplemental Questions
Submit Application



Navigation
✓ Getting Started
✓ Parent Information
✓ Residence
✓ Academic Information
Currency
Parent Details
Parent Income
Child Support
Housing Information
Parent Assets
Parent Expenses
Household Summary
Student Income
Student Assets
Student Expenses
Special Circumstances
Supplemental Questions
Submit Application

Submitting a Correction

Need to add a Business or Farm

- Select option “Need to add a Business or Farm”
- Complete free form text box
- Click Continue

Corrections

(*) Required fields.

Corrections

Please choose the main reason you need to correct or update your CSS Profile application. If there's more than one reason, you can explain in the box below. If you are changing from Independent to Dependent, please select that option. If you are adding a business or farm, please select that option.*

Need to add a Business or Farm

What information on your CSS Profile do you need to update? You can include any information you need to correct or any new information regarding your family's financial situation. Be sure to include as much detail as possible, including dollar amounts, dates of changes, etc. Your institutions may request additional information based on what you share here.

You may provide up to 2,000 characters of information.

Please provide the information in English using the following standard American keyboard characters: letters (A-Z), numbers (0-9) and punctuation (.,;:-?!\$@%#=). Ampersands, greater than/less than symbols, or other characters may cause processing problems.

The information you enter will be provided to all the colleges and programs you select to receive your information. If you have information specific to an institution, or if you need to provide additional information, please send it directly to the appropriate colleges and programs.*

Submitting a Correction

Need to add a Business or Farm

- Asset section will be the only area you can provide updates
- Cannot overwrite or change business(es) or farm(s) that were previously submitted
- Once questions are complete, applicant will submit Correction at no cost

Navigation	Parent Business Details	Address - Indicate the physical address - this may be different from the mailing address.
Parent Assets	(*) Required fields.	
▶ Parent Business Details	Please provide the following for Elizabeth's Lemonade Stand	
▶ Parent Business Details	Address (street, city, and state) where this business is located*	<input type="text"/>
▶ Parent Farm Details	Type of business*	<input type="text"/> Please Select...
Student Assets	Primary product or service this business provides*	<input type="text"/>
Submit Application	Name of parent who owns this business*	<input type="text"/>
	Percentage of parent ownership*	<input type="text"/>
	Do other family members have ownership in this business?*	<input type="text"/> Please Select...
	Date this business was started*	<input type="text"/> mm/dd/yyyy
	Does this business employ more than 100 full-time employees?*	<input type="text"/> Please Select...
	On which tax form is the income for this business reported?*	<input type="text"/> Please Select...
	Current market value of this business - parents' portion only*	<input type="text"/>
	Current amount owed on this business - parents' portion only*	<input type="text"/>
	Gross receipts for this business in 2020 - parents' portion only*	<input type="text"/>
	Total expenses for this business in 2020 - parents' portion only*	<input type="text"/>
	Do other family members receive a salary or wages from this business?*	<input type="text"/> Please Select...
	Provide any additional information about this business, or explain any special circumstance related to this business.	<input type="text"/>
	<input type="button" value="Save and Continue"/>	

Submitting a Correction

All Other types

- Other Correction types:
 - Made a mistake
 - Change in Employment
 - COVID-19
 - Medical Dental Expenses
 - Catastrophic Event
 - Elder Care
 - Nonrecurring Income
 - Financial Support
 - Other
- Complete free form text box and submit
- No additional questions or changes can be made for these types

Corrections

(*) Required fields.

Corrections

Please choose the main reason you need to correct or update your CSS Profile application. If there's more than one reason, you can explain in the box below. If you are changing from Independent to Dependent, please select that option. If you are adding a business or farm, please select that option.*

- Made a mistake
- Change in Employment
- COVID-19
- Medical Dental Expenses
- Catastrophic Event
- Elder Care
- Nonrecurring Income
- Financial Support
- Other

date? You can include any regarding your family's possible, including dollar request additional

following standard American punctuation (.,;:-?!\$@%#=). Ampersands, greater than/less than symbols, or other characters may cause processing problems.*

The information you enter will be provided to all the colleges and programs you select to receive your information. If you have information specific to an institution, or if you need to provide additional information, please send it directly to the appropriate colleges and programs.*

Submitting a Correction

Profile Dashboard Updates

- CSS Profile Dashboard will update to show date Correction submitted
- “Add a College or Program” button will activate in Colleges & Programs
- Next Steps updated if additional documents are needed

The screenshot shows the CSS Profile Profile Dashboard with three main sections:

- Application Status:** Shows the application was submitted on 08/05/2021 and a correction was submitted on 08/05/2021. It includes a "Save a Copy" button.
- Colleges & Programs:** A table listing institutions with columns for Institution Name, CSS Code, Submission Date, Correction Date, Priority Filing Date, Filing Date Information, Award Letter Date, and Student Portal. Two entries are shown:

Institution Name	CSS Code	Submission Date	Correction Date	Priority Filing Date?	Filing Date Information	Award Letter Date?	Student Portal?
College of Sample(22 rollover)	5024	06/24/2021					Go to portal
Sample University(22 rollover)	5025	06/24/2021			Click for details		Go to portal
- Next Steps:** A section titled "Submit Documents to the Institutional Documentation Service (IDOC)" with a link to access the IDOC dashboard. A note states: "Please note: After you submit your CSS Profile, we start the preparation of your IDOC dashboard. During peak times it may take up to a few hours for your dashboard to be created. You will be sent an email notification when it is available."

Orange arrows point from the "Profile Dashboard Updates" list to the "Application Status" and "Colleges & Programs" sections, and from the "Next Steps" section back to the "Profile Dashboard Updates" list.

Common Mistakes

1. Applying for the wrong academic year
2. Entering important information incorrectly
 - Not reporting the student's name as shown on legal documents
 - Not reporting the student's Social Security Number when one is available or entering it incorrectly
 - Reporting parent information as student information, and vice versa
3. Entering the student's date of birth incorrectly
 - Parent entering a sibling's date of birth
 - Parent entering their own date of birth
4. Answering questions about the student's status incorrectly
 - Reporting the student has dependents
 - Reporting the student is married or is a veteran
 - Reporting the student is a ward of the court
5. Selecting a graduate school instead of the college's undergraduate program

Spanish Resources

- CSS Profile Application Guidance
- Customer Service Hours
- Resource page in Spanish at cssprofile.org.

Thank you!

References:

[CSSProfile.org](https://cssprofile.org)

Getting Started with your CSS Profile Application

- Other tutorials
 - [Completing the CSS Profile as the Noncustodial Parent](#)
 - [Reporting Parents on the CSS Profile](#)

Customer Service

- Phone
- Email
- Chat