

CSS Profile Student Guide

This guide provides the basic information you need to complete your CSS Profile application at cssprofile.org starting October 1st of each year.

WHAT is the CSS Profile?

The **CSS Profile** is an online application used by colleges and scholarship programs to award Institutional (their own) aid. (For **federal** aid you must complete the **FAFSA**, at fafsa.ed.gov.)

WHEN do I complete the CSS Profile?

Most students complete the application in their senior year of high school. Schools may have different deadlines - be sure to check with each school you are applying to.

WHO must complete the CSS Profile?

Check your colleges' information to determine whether they require the CSS Profile. A **list of participating colleges** is also found on the CSS Profile Homepage. Some schools may also require divorced or separated parents to complete separate applications.

HOW do I complete the CSS Profile?

You submit the CSS Profile at cssprofile.org. Once you sign-in, you will find a list of useful documents, such as your federal tax returns and other financial information that you'll need to have on hand to complete the application. Help is provided within the application and additional help is available in English and Spanish by chat, phone, or email by clicking "Contact Us" in the application.

WHAT does the CSS Profile Cost?

The CSS Profile is free for domestic undergraduate students whose family income is up to \$100,000. The fee for the initial application is **\$25**. Additional reports are **\$16**. Payment may be made via credit or debit card.

The Process

- 1. Sign-in** – If you created a College Board account for the SAT, PSAT or AP, use the same username and password to sign-in. If not, create a new account.
- 2. Complete the Application** – The application provides online help to guide you. You do not need to complete the application all at once; you can save your application and return to it later.
- 3. Submit the Application** – The submit date and time is based on Eastern Time.
- 4. Review Your Dashboard** – Your Dashboard will include your payment receipt and any next steps, such as uploading documents through the Institutional Documentation Service (IDOC). You may also add additional schools at any time by clicking on "Add a College or Program."
- 5. Made a mistake?** – If you made a mistake on your application or need to include additional information after you submitted, you can update your application once by clicking "Correct Your CSS Profile" on your Dashboard.

Questions? Customer Service Representatives are available via email, online chat, and phone. Visit <https://cssprofile.collegeboard.org/contact-us> for more details.

Visit cssprofile.org