

**INSTRUCTIONS FOR APPLYING FOR 2018-2019 FINANCIAL AID
Canadian citizens**

The Williams deadline for applying for 2018-2019 financial aid is **Thursday, April 5, 2018**. Your completed application includes the following documents. **Retain copies of everything you submit for your records:**

1. [CSS Profile](#) – file electronically
 2. Income documentation – submitted to the Office of Financial Aid via the Financial Aid Document Upload page: <http://finaid.williams.edu/document-upload/>
 - a) A signed copy of all parent/stepparent 2017 federal and provincial income tax return(s), *with all schedules*
 - b) Copies of all parent/stepparent 2017 T-4 forms, *from all employers*
1. *The CSS Profile should be completed and submitted to CSS by **Thursday, April 5, 2018**. Be sure Williams College (CSS code number 3965) receives your PROFILE report.* You **MUST** complete the CSS Profile online at <https://cssprofile.collegeboard.org/>.

If you have a sibling whose undergraduate plans are undecided when you complete this form, please write us when his/her plans become finalized, giving us the name of the institution to be attended, costs, and grant/stipend aid received. Also, if his/her attendance/plans change during the 2018-2019 year, please inform us in writing.

2. *Income documentation* must be uploaded **directly** to the Williams Office of Financial Aid via the Financial Aid Document Upload page - <http://finaid.williams.edu/document-upload/>. Please upload each parent's document(s) in a separate file.
 - a) *A signed copy of parent(s) / stepparent(s) 2017 federal and provincial income tax return(s), **all schedules**.* If any parent/stepparent is not required to file, download a Non-Tax Filer Statement from the Forms and Helpful Resources page on the financial aid website and submit it in place of the tax return(s).
 - b) *Copies of **all** parent(s) / stepparent(s) 2017 T-4 forms **from all employers**.*
 - c) If any parent/stepparent holds interest in a corporation, partnership, and/or farm, or is self-employed, he/she must upload all applicable business income tax forms for each business or farm.

You will receive information from the College Board regarding submission of tax information via the IDOC service. **Please DO NOT SUBMIT DOCUMENTS via IDOC**; instead follow the above instruction and submit them directly to our office via the web upload process.

DIVORCED/SEPARATED PARENTS: The *custodial* parent and student must complete the CSS Profile. The *noncustodial* parent must create a College Board account to complete their own CSS Profile, which will include limited student information – most importantly the social security number / insurance number that the student used on their CSS Profile - so that it can be matched with the student's CSS Profile. **BOTH** the *custodial* and *noncustodial* parents/stepparents must submit to **signed** copies of all 2017 federal AND provincial income tax returns including **with all schedules** and 2017 T-4 forms **from all employers**.

If parents are newly separated or divorced, please inform the Office of Financial Aid.

LATE APPLICATION: Any student whose application is incomplete as of **May 21, 2018** (last day of finals for the Spring 2018 semester) will not be eligible for aid from Williams College for the fall semester.

SPRING SEMESTER DEADLINE: Any student returning for Winter Study or spring semester of the 2018-2019 academic year who wishes to apply for financial aid from Williams College needs to submit a complete application by **December 1, 2018**. If the application is incomplete after December 1, 2018 the student will not be eligible for any grant aid from Williams.