

**INSTRUCTIONS FOR APPLYING FOR 2019-2020 FINANCIAL AID
US Citizens and Permanent Residents**

Your completed application includes the following documents summarized below. Keep reading for detailed instructions with number and letter correlation.

1. [Free Application for Federal Student Aid \(FAFSA\)](#) – *file electronically: Federal school code - 002229*
 2. [CSS Profile](#) – *file electronically: CSS school code – 3965 (fee payment codes available and sent separately for previously qualified students)*
 3. Income documentation – *submit to the College Board's Institutional Documentation Service (IDOC)*
 - a) 2019-2020 Verification Statement (*downloaded from IDOC*)
 - b) A copy of student's 2017 federal tax return **OR** 2017 Student Non-Tax Filer's Statement
 - c) Copies of student's 2017 W-2 forms *from all employers, including Williams College*
 - d) A copy of all parents'/stepparents' 2017 federal tax return(s), *with all schedules, OR* 2017 Parent Non-Tax Filer's Statement, including 2017 business tax returns
 - e) Copies of all parents'/stepparents' 2017 W-2 forms, *from all employers*
 - f) IDOC Cover Sheet if you are not using the web upload process (choosing to mail to IDOC instead) – you must print a legible copy of the cover sheet to include with your IDOC packet.
1. *The Free Application for Financial Aid (FAFSA) is completed at www.fafsa.ed.gov. Please use the IRS Data Retrieval Tool, if you are eligible, to transfer income data from the IRS database into the FAFSA (and make no changes after data is transferred). **Complete all sections of the FAFSA (even if you are given the opportunity to skip sections) and indicate Williams College in the school listing. The federal school code for Williams College is 002229.***

IF YOU WILL BE APPLYING **ONLY** FOR A FEDERAL DIRECT STUDENT OR PARENT LOAN, YOU ARE NOT REQUIRED TO GO FURTHER.

State Scholarships: Students who reside in the following states are **REQUIRED** to apply to their state scholarship program. In order to apply, complete the *entire* FAFSA and indicate that both you and your parent(s) are residents of your state.

- Massachusetts
- Pennsylvania – *In addition*, you must complete the Pennsylvania State Grant Form. This can be done online directly from the FAFSA confirmation page. Look for the link that reads “Optional Feature – Start your state application – Click here if you want to apply for Pennsylvania state-based financial aid.” If you did not complete this after you submitted your FAFSA, you can go to the website – www.pheaa.org, select Funding Opportunities, State Grant Program, Apply/Renew to access the form.
- Vermont – *In addition*, you must complete the Vermont Grant Application 2019-2020. The FAFSA confirmation page will provide a link that will take you to the myVSAC registration page, where you can register for a new account or login to your existing account. If you did not complete this after you submitted your FAFSA, you can go directly to the application by logging into your myVSAC account at vsac.org.

Please note: Williams is not able to replace state funding lost because of inactivity on your part with state applications.

2. The CSS Profile is completed at <https://cssprofile.collegeboard.org/>. **List Williams College (CSS code number 3965).**

If you have a sibling whose undergraduate plans are undecided when you complete this form, please write us when his/her plans become finalized. Also, if your sibling's plans change *during* the 2019-2020 year, please inform us in writing.

3. *Income documentation* must be submitted **directly** to the College Board's Institutional Documentation Service (IDOC). Please upload the required documents via the IDOC website, which is a secure site. Within approximately 24 hours after submission of your CSS Profile, you will receive an email that will include IDOC instructions, and a link to the IDOC website (<https://idoc.collegeboard.org/idoc/>). The website instructs you to submit the following directly to IDOC:
- a) *2019-2020 Verification Statement* must be downloaded from the IDOC website, completed and physically signed by both the student and parent(s) who complete the FAFSA.
 - b) *A copy of student's 2017 federal income tax return*. If you will not file an income tax return, download a Non-Tax Filer Statement from the IDOC website, physically sign it, and submit it in place of the tax return.
 - c) *Copies of all student 2017 W - 2 forms from all employers, including Williams College*.
 - d) *A copy of parents'/stepparents' 2017 federal tax return(s), with all schedules*. If any parent/stepparent is not required to file, download a Non-Tax Filer Statement from the IDOC website, physically sign it, and submit it in place of the tax return(s). If any parent/stepparent holds interest in a corporation, partnership, and/or farm, or is self-employed, they must submit all applicable income tax forms (i.e., Forms 1065, 1120, 1120S, and/or K-1) for each business or farm.
 - e) *Copies of all parents'/stepparents' 2017 W-2 forms from all employers*. Computer generated W-2 forms from a tax preparer or software program cannot be accepted.
 - f) *IDOC Cover Sheet*. Required if you will not be using the IDOC web upload to submit your documents. A link to the required IDOC Cover Sheet is available on the IDOC website. The Cover Sheet is pre-filled with the student's identifying information. ***If a valid Cover Sheet is not submitted with the hard copy submission, the documents are not processed and will be returned to the family.*** Therefore, include it with your submission.

DIVORCED/SEPARATED PARENTS: The *custodial* parent and student should complete the FAFSA and CSS Profile. The *noncustodial* parent should create a College Board account to complete their own CSS Profile, which will include limited student information – most importantly the social security number and the CBFinaidID (available from the student when they have submitted their CSS Profile) - so that it can be matched with the student's CSS Profile. **BOTH** the *custodial* and *noncustodial* parents/stepparents should submit to IDOC copies of all 2017 federal income tax returns including **all schedules** and 2017 W-2 forms **from all employers**, as well as any applicable business income tax returns.

If parents are newly separated or divorced, please email the Office of Financial Aid (finaid@williams.edu) so that we may update our records.