

These instructions are for first-time applicants only.



2018-2019 Trinity College Financial Aid Application Procedures and Deadlines (U.S. and Eligible Non-Citizens only)

Federal and State Aid: Only a FAFSA is required to apply for federal and state financial aid. You may ignore the steps below. If your FAFSA is selected for verification, we will request additional documentation to complete the verification process. Documentation may include such items as tax returns, W-2 statements, and a verification worksheet.

Trinity Institutional Aid: A CSS Profile is required to apply for Trinity Institutional aid assistance. Please follow all of the steps listed below. Application material deadlines correspond to your admissions application round.

Step 1 Submit the following electronically:

DEADLINE: Early Decision 1: November 15, 2017	Early Decision 2: January 1, 2018	Regular Decision: January 15, 2018
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COMPLETE THE 2018-2019 FAFSA ONLINE – required to apply for federal and state financial aid

- ▶ Available beginning October 1, 2017 at www.fafsa.gov
- ▶ Be sure to list **Trinity College's school code: 001414**
- ▶ Use the IRS Data Retrieval Tool to automatically fill in your tax information.

COMPLETE THE 2018-2019 CSS PROFILE ONLINE – required to apply for Trinity Institutional financial aid

- ▶ Available beginning October 1, 2017 at <https://cssprofile.collegeboard.org>
- ▶ Be sure to list **Trinity College's school code: 3899**

If applicable...

- ▶ If your biological parents are divorced or separated, a separate CSS Profile is required from your noncustodial parent. Your noncustodial parent must create a College Board account and complete their own 2018-2019 CSS Profile at <https://cssprofile.collegeboard.org>.
- ▶ If you have extreme or extenuating circumstances that make it inappropriate to collect financial data from the noncustodial parent, please complete the College Board's *CSS Profile Waiver Request for the Noncustodial Parent* to document these circumstances. Download the form at <http://www.trincoll.edu/Admissions/finaid/Pages/Forms.aspx>.

Step 2 Submit the following as part of your IDOC packet:

DEADLINE: Early Decision 1: November 15, 2017	Early Decision 2: January 1, 2018	Regular Decision: January 15, 2018
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Trinity College subscribes to Institutional Documentation Service (IDOC) through the College Board. IDOC is a secure service to collect families' Federal Tax Returns and other financial aid application materials. The Financial Aid Office then receives this information electronically. For more information regarding IDOC, please visit <https://idoc.collegeboard.org>.

SUBMIT INFORMATION TO IDOC

- ▶ The College Board will send you an email notification with detailed instructions on accessing your IDOC portal and submitting your financial aid application materials to IDOC.
- ▶ Upload or mail the following information to IDOC:

SUBMIT COPIES OF PARENT(S) 2016 US FEDERAL TAX RETURNS & W-2 STATEMENTS

- ▶ Include all Schedules and W-2 statements
- ▶ Do **NOT** include State Tax Returns
- ▶ Acceptable Documents: copy of IRS 1040, 1040A, 1040EZ
- ▶ If your parent(s) **do not have a copy** of their tax return, request a copy of the return from your tax preparer or a Tax Return Transcript from the IRS at www.irs.gov.
- ▶ If your parent(s) did **not file** a 2016 Federal Income Tax Return, please complete a non-tax filer's statement.

SUBMIT 2016 BUSINESS TAX RETURNS (if applicable)

- ▶ If your parent(s) own all or part of a Corporation, S Corporation, or Partnership, they must submit a complete copy of 2016 IRS form 1120, 1120S or 1065, with K-1s and all related Schedules.

SUBMIT COPIES OF NONCUSTODIAL PARENT 2016 US FEDERAL TAX RETURNS & W-2 STATEMENTS (if applicable)

- ▶ If your biological parents are divorced or separated, your noncustodial parent must also send 2016 Federal Income Tax Returns with all Schedules and W-2 statements and Business Tax Returns (if applicable) to IDOC.

Summary of Financial Aid Application Materials & Deadlines

<u>DOCUMENTATION/ DEADLINE</u>				
APPLICATION ROUND	FAFSA	CSS Profile	Parent 2016 Federal Tax Returns & W-2s	Award Notification Date
Early Decision 1	November 15, 2017	November 15, 2017	November 15, 2017	Mid-December
Early Decision 2	January 1, 2018	January 1, 2018	January 1, 2018	Mid-February
Regular Decision	January 15, 2018	January 15, 2018	January 15, 2018	Late March/Early April