

CSS Profile Preparation

Checklist-

Css ProfileCSS Profile

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Purpose/Description: Prepare civilian and military parents and students for CSS Profile college applications

CSS Profile Prep Checklist for Military Families	Requirements / Questions	Answers
Student Info	Full legal name	
	Date of birth	
	Social Security Number	
	College Board account login	
	Email address used for applications	
	List of colleges requiring CSS Profile	
	FAFSA confirmation	
Family Info	Parents' marital status	
	Number of people in household	
	Number of family members attending college	
	Student's dependency status: Dependent	
Parent Financial Info	2023 Federal Tax Return (Form 1040)	
	W-2 forms for both parents	
	1099 forms (if applicable)	
	VA disability payments (if applicable)	
	Basic Allowance for Housing (BAH)	
	Child support received	
	Retirement account balances	
	Investment account balances	
	Bank account balances	
	Monthly rent or mortgage payment	
Estimated market value of home		
Parent Expenses	Mortgage balance	
	Unreimbursed medical/dental expenses	
	Private school tuition for siblings	
Student Financial Info	Elder care or special needs expenses	
	2023 Tax Return (if filed)	
	W-2 or income statements	
Notes/Example info for military parents	Bank account balances	
	<p>Scholarships or aid already awarded Include Post-9/11 GI Bill transfer info (amount, eligibility, duration)</p> <p>Contact the school's VA Certifying Official for help</p>	<p>Example: Type of Benefit: Post-9/11 GI Bill (Chapter 33) Number of Months: 18 months / 50% Estimated Annual Amount: Use the VA GI Bill Comparison Tool or the college's financial aid office to estimate: -- Tuition coverage (up to in-state public tuition cap) -- Monthly housing allowance (based on ZIP code of school) -- Book stipend (up to \$1,000/year)</p>

Military Info	Post-9/11 GI Bill transfer confirmation	
	VA Certificate of Eligibility from VA	
	Number of months transferred:	
	Estimated annual benefit amount:	
	Military housing status	Privatized housing
	Base pay	
	Special pay	
	Allowances (BAH, BAS)	
Additional Info	Special circumstances letter	
	IDOC document upload	
	CSS Profile confirmation page	
Tech Prep	Use desktop computer	
	Scan or save all documents as PDFs	
	Set aside 1-2 hours for uninterrupted completion	

The CSS Profile is a financial aid application administered by the College Board (the same organization behind the SAT). It's used by hundreds of colleges, universities, and scholarship programs - especially private and more selective institutions - to award non-federal financial aid like institutional grants and scholarships.

When you submit the CSS Profile, some colleges will ask for extra documents to verify your financial info. Instead of sending those documents to each school individually, the College Board uses a secure system called **IDOC (Institutional Documentation Service)**. Think of it like a central mailbox where you upload your tax forms and other paperwork once, and they send it to all the schools that need it.

After you submit the CSS Profile:

- If any of your colleges use IDOC, the College Board will email you and request more documents and tell you where to submit them online.
- You log into the IDOC dashboard (they'll provide a link)
- You upload things like:
 - 2023 tax return
 - W-2s