



PROFILE Online 2009-2010

PROFILE Registration Instructions

General Instructions

Below you will find instructions for the PROFILE Registration Questions. You will also see these instructions as you complete Registration by clicking on the "?" button to the left of the question. If more help is needed, check out the online Help Desk. The student's high school counselor or school financial aid administrator may also be of assistance.

On the application, the word "parents" means the parent or parents the student lives with including the stepparent if the student's biological or adoptive parent has remarried.

Some colleges and programs require parent information from independent students. If you are an independent student and are asked Registration questions 11-20, you are required to give your parents' information on the PROFILE.

Registration Questions

Student's SSN - Most colleges and programs use the student's Social Security Number (SSN) as the main student identifier in their campus systems –the SSN is used to match student records, such as the PROFILE record, in their system. If this field is left blank, or an incorrect SSN is entered, important processes that must be completed to consider a student for financial aid will be delayed. Students may be asked to contact the College Board to update this information and request a new report be sent to the college or program which can further delay processing by as much as a week.

All information entered on the PROFILE, including the student's SSN, that passes between your computer and the College Board is data encrypted. It is then stored on a secure server, protected by a firewall, and is communicated only to the financial aid office(s) at the college(s) and program(s) you request on the PROFILE

Student's e-mail address - The College Board will send important information regarding the student's financial aid process, including notification of additional requirements to this e-mail address. Therefore, we suggest that you enter an e-mail address that is frequently monitored (for instance, the student's institutional e-mail address), and that you watch for e-mails from the College Board.

If you are using an e-mail filtering program, you will need to enable your system to receive e-mail from the College Board. Our domain names are cssprofile.org and collegeboard.com. AOL members, if you are using mail controls, please be sure they are not blocking our e-mails. You can either enable all Internet e-mail or you can simply add our domain names, cssprofile.org and collegeboard.com, to your list of enabled mail senders. Go to AOL keyword "Mail Controls."

Student's date of birth - Because of restrictions required by COPPA (the Children's Online Privacy Protection Act), PROFILE does not accept applications from applicants under the age of 13. Applicants under the age of thirteen should contact the college(s) or program(s) they are applying to for instructions on how to complete the financial aid process.

- 1.** Select the student's year in school from July 1, 2009, through June 30, 2010. If the student is currently a senior in high school, even if he or she is taking or has taken college or college-level courses,, select "1st year (never previously attended college)."
- 2.** This question is asking whether the student has previously applied for financial aid at the institution the student is planning to attend. If the student is a high school student, even if he or she is taking or has taken college or college-level courses, or has never attended college before, select "First-time applicant, entering student (including transfer student)." If the student is planning to transfer to another institution, select "First-time applicant, entering student (including transfer student)," even if the student has previously filed for financial aid at his or her current school.
- 3.** If the student is a U.S. citizen (or U.S. national), select the first choice. Select the second choice if the student is one of the following:
 - U.S. permanent resident with a Permanent Resident Card (I-551)
 - Conditional permanent resident (I-551C)
 - Other eligible non-citizen with an Arrival-Departure Record (I-94) from the Department of Homeland Security showing any one of the following designations: "Refugee," "Asylum Granted," "Parole" (I-94 confirms paroled for a minimum of one year and status has not expired), "Victim of human trafficking," T-Visa holder (T-1, T-2, T-3, etc.), or "Cuban-Haitian Entrant."

If you cannot select either the first or second choice, you must select the third choice.

- 5.** Select "Yes" if the student is a veteran of the U.S. Armed Forces or is currently serving on active duty in the U.S. Armed Forces for purposes other than training. The student is a veteran if he or she served in active duty in the U.S. Armed Forces (Army, Navy, Air Force, Marines, and Coast Guard), or served as a member of the National Guard or Reserves and was called to service for purposes other than training, or was a cadet or midshipman at one of the service academies AND was released under a condition other than dishonorable, or if the student is not a veteran now but will be one by June 30, 2010.

Select "No" if the student has never served in the U.S. Armed Forces, is currently an ROTC student, a cadet or midshipman at a service academy, or a National Guard or Reserves enlistee activated only for training.

- 6.** Select "Yes" if both of the student's biological or adoptive parents are deceased and the student does not have a living adoptive parent. Also select "Yes" if the student is, or was until age 18, in foster care or a ward of the court.

Also select "Yes" if you can provide a copy of the court's decision that you are an emancipated minor. The court granting the order must be in your state of legal residence and the order must be currently in effect.

The financial aid administrator at your college or program may require documentation that you are or were in foster care or a dependent/ward of the court, or a copy of the court's emancipation decision.

- 7.** Select "Yes" if the student has any children who get more than half of their support from the student. Also select "Yes" if people other than the student's spouse live with the student and get more than half of their support from the student and will continue to get that support during the 2009-2010 school year.
- 9.** Select one choice to indicate which IRS form the student filed or will file for the 2008 tax year. If the student hasn't filed a tax return for 2008 and is unsure of what form he or she will file, select the type filed in 2007.

10. Select "Yes" if the student owns all or part of a business, corporation, or partnership; is a farm or ranch owner, operator, or farm tenant; or is self-employed. (Someone who is self-employed is normally defined as one who operates a business or profession as a sole proprietor, partner in a partnership, independent contractor, or consultant. He/she normally reports self-employment income on Schedule C of IRS Form 1040.)

11. Answer this question with the marital status of your biological or adoptive parents, or if you have one, the marital status of your legal guardian.

- Answer "married" if your biological or adoptive parents are married to each other;
- Answer "separated" if your biological or adoptive parents have separated;
- Answer "divorced" if your biological or adoptive parents are divorced from each other;
- Answer "never married, living separately" if your biological or adoptive parents never married each other and are not living together;
- Answer "never married, living together" if your biological or adoptive parents never married each other but are living together; or
- Answer "widowed" if one of your biological or adoptive parents is deceased regardless of your biological or adoptive parents' marital status at the time of your parent's death.

If your parent adopted you as a single parent, or you were conceived through artificial insemination by a single parent, select "never married, living separately," for you parent's marital status.

11b. If the student is independent, or lives with other family members and has not received support from either parent in the last year, select the parent who provided the most support the **last time** the student received support from his or her parents.

Some colleges and programs require parent information from independent students, and the answer to this question is the parent who completes the parent sections of this application. If you are an independent student and are asked Registration questions 11-20, you are required to give your parents' information on the PROFILE.

If you received this question and one of the student's biological or adoptive parents is deceased, return to the question "What is the current marital status of the student's biological or adoptive parents?" and answer "Widowed."

12. Answer this question with the marital status of the parent or parents (or legal guardian) giving information on this application.

- 1) If your biological or adoptive parents are both living and married to each other, select "married" and answer the questions on the rest of the application about both of them;
- 2) If your biological or adoptive parents are separated, divorced, or were never married to each other (and are not living together), answer this question and the questions on the rest of the application about the parent you lived with more during the last 12 months. If you did not live with one parent more than the other in the last 12 months, give answers about the parent who provided the most financial support during that time or during the most recent calendar year that you actually were supported by a parent. (Support includes money, gifts, loans, housing, food, clothes, car, medical and dental care, payment of college costs, etc.). Do not give information about your noncustodial parent except in Section NP – Information About Noncustodial Parent;
 - a. If this parent has married or remarried, select "married" or "remarried" and answer the questions on the rest of the application about your parent **and your stepparent**. Please note that whenever the word "parents" is used on the rest of the application, it also means your stepparent;

- 3) If your biological or adoptive parents never married but are living together, select "never married" and answer the questions on the rest of the application about both of them.
- 4) If your biological or adoptive parent is widowed and has not remarried, select "widowed" and answer the questions on the rest of the application only about your widowed parent.

For further information on completing the PROFILE when the student's parents are divorced or separated, see "Tips for Separated or Divorced Parents" in the online Help Desk.

14. Select one choice to indicate which IRS form your parent(s) filed or will file for the 2008 tax year. If your parents haven't filed a tax return for 2008 and are unsure of what form they will file, select the type filed in 2007.

15. Answer "Yes" if the student's parent receives Temporary Assistance for Needy Families (TANF). TANF provides assistance and work opportunities to needy families by granting states the federal funds and wide flexibility to develop and implement their own welfare programs. TANF benefits are based on Title IV-A of the Social Security Act, and replaced Aid to Families with Dependent Children (AFDC).

16. Answer "Yes" if either of the student's parents receives Supplemental Security Income (SSI), a federal income supplement program funded by general tax revenues (not social security taxes). SSI is designed to help aged, blind, and disabled people, who have little or no income.

17. Someone who is self-employed is normally defined as one who operates a business or profession as a sole proprietor, partner in a partnership, independent contractor, or consultant. He/she normally reports self-employment income on Schedule C of IRS Form 1040.

18. If the student's parents own all or part of a business, corporation, or partnership, enter the number of businesses they own. If the student's parents own none of the above, enter zero (0).

If the student's parents own more than nine (9) businesses, enter 9 for this question, then give the total in Section ES of the application.

If the student's parents own a business, you may be required by one or more of your colleges and programs to submit a Business/Farm Supplement for each business they own. This requirement and the opportunity to download the form will be presented to you at the end of Registration or as part of the submit process. The Supplement is also available on the PROFILE Home Page.

19. If the student's parents are a farm or ranch owner, operator, or farm tenant, enter the number of farms they own. If the student's parents own none of the above, enter zero (0).

If the student's parents own more than nine (9) farms, enter 9 for this question, then give the total in Section ES of the application.

If the student's parents own a farm, you may be required by one or more of your colleges and programs to submit a Business/Farm Supplement for each farm they own. This requirement and the opportunity to download the form will be presented to you at the end of Registration or as part of the submit process. The Supplement is also available on the PROFILE Home Page.

20. Select "Live with others" if your parents live with family or friends and do not pay rent to live in the home. Select "Housing is provided by employer" if your parents' housing is provided by one of their employers and they do not pay rent to live in their home.