

**VASSAR COLLEGE**  
**2016-2017 Financial Aid Application Instructions**  
**Returning US Citizens & Permanent Residents**  
**Deadline: MAY 1, 2016**

***Complete Online:***

1) **2016-2017 CSS Profile:** <http://student.collegeboard.org/css-financial-aid-profile>. School Code: 2956

2) **Noncustodial Profile**, if parents are divorced or separated: <https://ncprofile.collegeboard.com>

3) **2016-2017 Free Application for Federal Student Aid (FAFSA):** [www.fafsa.ed.gov](http://www.fafsa.ed.gov). School Code: 002895  
\*\*\* Your income must be verified using the IRS Data Retrieval Tool or by comparing it to an IRS tax transcript. We recommend that you complete your FAFSA two weeks after you submit your tax return to the IRS. If you filed the FAFSA (or need to file) before your tax returns were submitted, then please correct the FAFSA using the IRS Data Retrieval Tool.

You will not be able to use the IRS Data Retrieval Process and must submit an IRS Tax Transcript if one of the following applies:

- You are married but filed separate returns for the 2015 tax year
- Filed an amended 2015 tax return
- Had a change in marital status after the end of the tax year on December 31, 2015

To request an IRS transcript go to: [www.irs.gov](http://www.irs.gov) and click "Get Transcript of Your Tax Records"

4) **Financial Aid/Development Vassar Scholarship Survey:**  
<http://blogs.vassar.edu/finaidforms/fadev-survey/>

\*To access, log in to the "blog" using your Vassar email username (ex.: mavassar) and password.

***Submit to the College Board's Institutional Documentation Service (IDOC):***

All supporting documents should be submitted via College Board's IDOC service: <https://idoc.collegeboard.org/idoc/>.

Supporting documents may include, but are not limited to the following:

5) **Signed copies of 2015 Federal Tax Returns & W-2 forms** --all pages and schedules for student and parents (including noncustodial parent, if applicable). If a 2015 tax return will not be filed, then a Non-Tax Filer Statement must be completed.

6) If parents hold an interest in a partnership or corporation, copies of all pages and schedules of the **2015** federal business income tax return(s), including all K-1's, must be submitted along with personal federal income tax returns.

**Tax Extensions:** If your parents will file a tax extension, please send a copy of IRS Form 4868 and all 2015 W-2 forms directly to the Student Financial Services Office. Once they have filed their 2015 tax returns they will need to submit them to IDOC.

\*\*\* **Note** – if your state of residence offers a grant or scholarship that can be used in the State of New York then it is your responsibility to apply for those funds. New York residents apply for TAP online at: <https://www.tapweb.org/totw/> (Vassar TAP code: 1030).

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