



If you are going to apply for need-based financial aid, please share this very important information with your parent(s) or guardian(s).

The first two steps in this process are:

- 1) No Later Than February 15th - Complete the 2016-2017 College Scholarship Service (CSS) Financial Aid PROFILE Form. This is done at the College Board's website <https://student.collegeboard.org/css-financial-aid-profile>. Muhlenberg's CSS code for the PROFILE Form is 2424. This form is available right now and may be completed with estimated information.
If your parents are divorced or separated, your noncustodial parent must complete a Noncustodial Parent's Profile Form. The form is available from the CSS site <https://ncprofile.collegeboard.com/ncpWeb/pageflows/Main/NcpMainController.jspf>. Again, our CSS code is 2424. Please submit this no later than February 15th. A financial aid award will not be made until we receive this form.
- 2) No Later Than March 1st - The 2016-2017 Free Application for Federal Student Aid (FAFSA). It was available as of January 1, 2016 and you may complete this form using estimated income. The FAFSA is filed online at www.fafsa.ed.gov and Muhlenberg College's Federal Code # is 003304. You (and if applicable, your parent) will need a Federal Student Aid (FSA) login and password to complete the FAFSA. If you have not done so already, you and your parent may create your ID and password <https://fsaid.ed.gov/npas/index.htm>.

Once you have filed your CSS Profile Form, beginning February 2nd the College Board will contact students who have filed the CSS Profile regarding their Institutional Documentation Service (IDOC) and how you access your College Board dashboard. It is through this dashboard that you will see what documentation you need and how to provide it to Muhlenberg College and other colleges that use the IDOC system. A financial aid award will not be made until we receive these forms. Attached to this e-mail is some information regarding the IDOC system. It may also be found on our website.

In addition, once you have filed your PROFILE, you can log in to Muhlenberg College's Online Financial Aid System. Here you will be able to:

- Check the status of your aid application
- See which financial aid forms we have received
- See which financial aid forms we still need (check back often because forms are often added to the list as your application is reviewed)
- View important Financial Aid Announcements
- Complete the Muhlenberg College Online Application for Financial Aid

In order to access this system:

- Go to Muhlenberg College's Financial Aid website www.muhlenberg.edu/finaid
- Click on Financial Aid Online

- Your Student ID is your social security number (without the dashes)
- Click on First time User
- You will be prompted to answer two security questions to establish your identity
- Create your security questions and answers (remember everything is case sensitive)
- Create your PIN
- Accept the Terms and Conditions
- Log in with your student ID (SSN) and your newly created PIN

If you cannot log on (receive an error message/code IA), please check here <http://muhlenberg.edu/media/contentassets/pdf/about/finaid/Code%20IA.pdf> for possible solutions. If you did not provide your social security number on the Admissions Common Application, then we do not have your social security number and you would not be able to log on. What you can do is send us an email to finaid@muhlenberg.edu with your SSN or you could send 3 separate e-mails with your social security number broken into 3. This e-mail must come from the e-mail address that you are receiving this e-mail at. We can then update our system and will e-mail you when you are able to log on

Important information about the financial aid process may be found at www.muhlenberg.edu/finaid.

We are here to assist you in any way we can. If you have any questions or concerns about the financial aid process, please do not hesitate to call us at 484-664-3175 or e-mail us at finaid@muhlenberg.edu. If you were not interested in need-based aid or were only looking for student or parent loans, please contact us.

Sincerely,

Gregory S. Mitton
Associate Dean of Admission and
Director of Financial Aid

Laura Rasmussen
Senior Associate Director of Financial Aid