



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 2018-2019 College Scholarship Service (CSS) Financial Aid PROFILE Form. This is done at the College Board's website <https://cssprofile.collegeboard.org/>. Muhlenberg's CSS code for the PROFILE Form is 2424. This form is available right now and will be completed with your 2016 federal tax information.  
If your parents are divorced or separated, your noncustodial parent must also complete a Profile Form. After you complete your Profile, an e-mail with instructions will be sent to your other parent. 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 2018-2019 Free Application for Federal Student Aid (FAFSA). It was available as of October 1, 2017 and you may complete this form using an IRS Data Retrieval process embedded in the online FAFSA. The FAFSA is filed online at [www.fafsa.ed.gov](http://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 at <https://fsaid.ed.gov>.

Upon completion of your CSS Profile Form, you will be directed to the College Board's Institutional Documentation Service (IDOC) and provided information on how you use your IDOC 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.

In addition, after October 25<sup>th</sup> 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](http://www.muhlenberg.edu/finaid)
- Click on Financial Aid Online

- Your Student ID will be the e-mail address you used on your Admissions Common Application
- 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 Password
- Accept the Terms and Conditions
- Log in with your Student ID and your newly created Password

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.

Important information about the financial aid process may be found at [www.muhlenberg.edu/finaid](http://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](mailto:finaid@muhlenberg.edu). If you are not interested in need-based aid or are only looking for student or parent loans, please contact us.

Sincerely,

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Director of Financial Aid

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Senior Associate Director of Financial Aid