Foreign Citizens (excluding Canadians)
Early Action Applicants

Not all documents will apply to every applicant. Please read through the full list of documents to determine what applies in your case.

**DUE NOVEMBER 1, 2013:**
- **CSS PROFILE Application** – all applicants
- Noncustodial Parent's PROFILE – see below to determine if applicable
- Parents' Federal Income Tax Return for 2012 – see below to determine if applicable
- Noncustodial Parent’s Federal Income Tax Return for 2012 – see below to determine if applicable
- Business/Farm Supplement – see below to determine if applicable
- Estate or Trust Tax Return – see below to determine if applicable
- Additional Information – see below to determine if applicable

**DUE MARCH 1, 2014:**
- Parents' Federal Income Tax Return for 2013 – all applicants
- Student's Tax Return for 2013 – see below to determine if applicable
- Noncustodial Parent’s Federal Income Tax Return for 2013 – see below to determine if applicable

**DETAILED INSTRUCTIONS**

**CSS PROFILE Application**
Complete the 2014-2015 [CSS PROFILE](http://www.collegeboard.org) online at [www.collegeboard.org](http://www.collegeboard.org). Please estimate your 2013 income using income information on W-2s and paycheck stubs. Designate Harvard as one of the recipients by using our CSS Code of 3434. (If your parents are separated or divorced, use information from your custodial parent.) Print a copy for your own reference.

*Due November 1, 2013*

*How do I send it in?* You complete this form online at the [College Board website](http://www.collegeboard.org).
Noncustodial Parent Information
If your parents are divorced or separated, your noncustodial parent will need to complete a Noncustodial Parent’s PROFILE online. After you have completed your custodial CSS PROFILE, you will receive instructions by email from the College Board explaining how your noncustodial parent may complete this process.

*Due November 1, 2013*
*How do I send it in?* You can complete this form online at the College Board website after completing the custodial CSS PROFILE.

Only if your family’s 2012 tax return included income or losses from a business, farm, trust, or rental real estate, or if your family has an interest in a corporation or partnership, please submit a copy of all 2012 federal tax returns.

*Due November 1, 2013*
*How do I send it in?* You can mail or fax these documents directly to our office.
(Please note that you will not be able to mail or fax 2013 tax documents to our office; these documents must be mailed to the College Board IDOC Service.)

Only if your family’s 2012 tax return included income or losses from a business, farm, trust, or rental real estate, or if your family has an interest in a corporation or partnership, please submit a copy of all 2012 federal tax returns.

*Due November 1, 2013*
*How do I send it in?* You can mail or fax these documents directly to our office.
(Please note that you will not be able to mail or fax 2013 tax documents to our office; these documents must be mailed to the College Board IDOC Service.)

Business/Farm Supplement
If either of your parents is self-employed or owns a business or farm, s/he will need to submit a Business/Farm Supplement for each business or farm in which any interest is held. If your family has an interest in or ownership of a partnership or corporation, include copies of the most recent business tax returns. The Business/Farm Supplement is available on our website under “Forms and Resources”.

*Due November 1, 2013*
*How do I send it in?* Early Action Candidates will need to fax or mail this material directly to our office in by November 1 and mail updated copies with tax returns to the College Board IDOC Service by March 1.
**Estate or Trust Tax Return**

If you, your parents, or other siblings are beneficiaries of an estate or trust, submit any applicable tax return, along with the other parent tax returns. It may be helpful to include a brief description of the estate or trust, including current value and accessibility, in the special circumstances section of the CSS PROFILE.

*Due November 1, 2013*

*How do I send it in?* Early Action Candidates will need to fax or mail this material directly to our office in by November 1 and mail updated copies with tax returns to the [College Board IDOC Service](https://idoc.collegeboard.org) by March 1.

**Additional Information**

Feel free to include a letter of explanation in the packet you send to us if your family has special circumstances or unusual expenses, or if you feel there are any other details which will help us to understand more completely your financial situation.

*Due November 1, 2013*

*How do I send this in?* Early Action Candidates can mail or fax this letter with any other information that they send directly to our office.

**Parent’s Federal Income Tax Return for 2013**

Once you have filed your CSS PROFILE form, you will receive communication beginning in February from the [College Board’s Institutional Documentation Service (IDOC)](https://idoc.collegeboard.org) providing you with instructions on how to submit your 2013 federal tax forms (or equivalent) and any other supplemental forms that may be required. You should send a signed copy of all pages and schedules of your parents’ 2013 federal tax returns to the College Board by March 1, 2014. If a tax return is not filed in your country, submit a statement of earnings from your parents’ employers that states their yearly earnings.

*Due March 1, 2014*

*How do I send it in?* Mail to the [College Board IDOC service](https://idoc.collegeboard.org). You will not be able to do this until February 2014.

**Student’s Tax Return for 2013**

If you file a 2013 federal income tax return, please follow the same instructions as for the parents’ federal tax return above.

*Due March 1, 2014*

*How do I send it in?* Mail to the [College Board IDOC service](https://idoc.collegeboard.org). You will not be able to do this until February 2014.
Noncustodial Parents' Federal Income Tax Return for 2013

Once you have filed your CSS PROFILE form, you will receive communication beginning in February from the College Board’s Institutional Documentation Service (IDOC) providing you with instructions on how to submit your 2013 federal tax forms (or equivalent) and any other supplemental forms that may be required. You should send a signed copy of all pages and schedules of your parents’ 2013 federal tax returns to the College Board by March 1, 2014. If a tax return is not filed in your country, submit a statement of earnings from your parents’ employers that states their yearly earnings.

Due March 1, 2014
How do I send it in? Mail to the College Board IDOC service. You will not be able to do this until February 2014.