US and Canadian Citizens/ US Permanent Residents
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
Parents’ Federal Income Tax Return for 2012 – see below to determine if applicable
Noncustodial Parent’s PROFILE – 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:

**Free Application for Federal Student Aid (FAFSA)** – all US Citizens/Permanent Residents
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 online at 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.
Parents' Federal Income Tax Return for 2012
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 (including photocopies of all W-2 forms and all pages and schedules).

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.)

Noncustodial Parent's PROFILE
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 (including photocopies of all W-2 forms and all pages and schedules).

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 (Forms 1065, 1120, or 1120S, as well as any K-1 filed with your parents' personal tax form). The Business/Farm Supplement is available for you to download from 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 the appropriate schedule K-1 of Form 1041 or Form 4970, along with the other 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 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.

Free Application for Federal Student Aid (FAFSA) – all US Citizens/Permanent Residents

The 2014-2015 FAFSA will be available online at www.fafsa.ed.gov (or from your high school guidance office) by December 2013. Designate Harvard as one of your recipients by using “Harvard University, Cambridge, MA 02138.” Our federal code number is E00468. We realize that you may not have access to your final 2013 tax information by these deadlines and ask that you complete the FAFSA using the best estimated figures available. If you have filed your taxes, we encourage you to use the IRS Data Retrieval tool, which allows you to transfer data directly from your tax returns.

Due March 1, 2014
How do I send this in? You can fill this out online at www.fafsa.ed.gov beginning in December 2013.
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 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 (including photocopies of all W-2 forms) to the College Board by March 1, 2014.

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.

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. You will not be able to do this until February 2014.

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 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 (including photocopies of all W-2 forms) to the College Board by March 1, 2014.

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