Foreign Citizens (excluding Canadians)
Regular 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 FEBRUARY 1, 2015:**
CSS PROFILE Application – all applicants
Noncustodial Parent's PROFILE – see below to determine if applicable

**DUE MARCH 1, 2015:**
Parents' Federal Income Tax Return for 2014 – all applicants
Student's Tax Return for 2014 – see below to determine if applicable
Noncustodial Parent’s Federal Income Tax Return for 2014 – 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

**DETAILED INSTRUCTIONS**

**CSS PROFILE Application**
Complete the 2015-2016 CSS PROFILE online at www.collegeboard.org. If your 2014 returns are not yet available, please estimate your 2014 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.

*How do I send it in?* You complete this form online at the College Board website.

**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.

*How do I send it in?* You can complete this form online at the College Board website after completing the custodial CSS PROFILE.
Parents' Income Tax Return for 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 2014 national 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' 2014 national tax returns to the College Board by March 1, 2015. If a tax return is not filed in your country, submit a statement of earnings from your parents' employers that states their yearly earnings.

How do I send it in? Beginning in February 2015, you will be contacted by the College Board IDOC Service with instructions for how to submit your material.

Student's Tax Return for 2014

If you file a 2014 income tax return, please follow the same instructions as for the parents' federal tax return above.

How do I send it in? Beginning in February 2015, you will be contacted by the College Board IDOC Service with instructions for how to submit your material.

Noncustodial Parent’s Income Tax Return for 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 2014 national 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' 2014 national tax returns to the College Board by March 1, 2015. If a tax return is not filed in your country, submit a statement of earnings from your parents’ employers that states their yearly earnings.

How do I send it in? Beginning in February 2015, you will be contacted by the College Board IDOC Service with instructions for how to submit your material.

Corporate/Partnership Tax Return

If either of your parents has an interest in or ownership of a business, partnership or corporation, include copies of the most recent business tax returns along with your personal tax returns.

How do I send it in? Beginning in February 2015, you will be contacted by the College Board IDOC Service with instructions for how to submit your material.
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. The Business/Farm Supplement is available on our website under “Forms and Resources”.

How do I send it in? Beginning in February 2015, you will be contacted by the College Board IDOC Service with instructions for how to submit your material.

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, to the College Board's IDOC Service. It may be helpful to include a brief description of the estate or trust, including current value and accessibility, in a letter included in your IDOC packet.

How do I send it in? Beginning in February 2015, you will be contacted by the College Board IDOC Service with instructions for how to submit your material.

Additional Information
Feel free to include a letter of explanation in the packet you send to the College Board's IDOC Service 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.

How do I send it in? Beginning in February 2015, you will be contacted by the College Board IDOC Service with instructions for how to submit your material.