To ensure the prompt processing, please be sure to read the full instructions for **HOW to submit** a particular missing document. The instructions below describe the fastest way to submit information to complete your application, and will allow us to get back to you most quickly. In general, you will not send anything to our office by mail or fax unless you have been specifically instructed to do so.

Students can always view what materials are missing/received by logging on to [my.harvard.edu](http://my.harvard.edu). Please allow roughly 5 business days for material to be received and tracked at our office.

Students who had complete applications by May 1 will be able to view their financial aid letters at [my.harvard.edu](http://my.harvard.edu) by July 1. Late applications will be processed on a rolling basis after July 1. We encourage you to submit your missing materials as soon as possible in order to have aid in place for the Fall termbill.

**If your PROFILE DATA FROM THE COLLEGE BOARD is missing:**
If you have not yet filed your CSS Profile, you must do so immediately at [http://profileonline.collegeboard.com/](http://profileonline.collegeboard.com/). The Harvard College CSS code number is **3434**. If you have filed your CSS Profile and Harvard has not received it, please call the College Board at 1-305-829-9793.

**If the CSS NONCUSTODIAL PROFILE is missing:**
If applicable, the College Board will send you instructions on completing the Noncustodial Parent Profile once your CSS Profile has been submitted. If you have filed your CSS Profile and have not received the instructions, please call the College Board at 1-305-829-9793.

**If your PARENTS’ 2014 TAX DOCUMENTS are missing:**
**U.S. and Canadian students:**
Your parents and/or noncustodial parents should upload copies of their **filed** 2014 Federal Tax Return with schedules and all W-2 or T-4 forms to the [College Board’s IDOC service](http://college.harvard.edu/financial-aid/forms-resources/forms). If your parents are not required to file a 2014 tax return, they should upload to IDOC a signed non-filer statement listing all sources and amounts of income for their household in 2014. You can download the federal tax non-filer statement from our website at [http://college.harvard.edu/financial-aid/forms-resources/forms](http://college.harvard.edu/financial-aid/forms-resources/forms).

**International students:**
Your parents should upload copies of their 2014 tax documents, wage statements, or non-filer statements to verify their income to the [College Board’s IDOC service](http://college.harvard.edu/financial-aid/forms-resources/forms).

**If the STUDENT’S TAX RETURN is missing:**
Please upload a copy of your filed 2014 federal tax return to IDOC. If you did not file a tax return, please submit a non-filer form. You can download a federal tax non-filer statement from our website at [http://college.harvard.edu/financial-aid/forms-resources/forms](http://college.harvard.edu/financial-aid/forms-resources/forms).
Tips for Completing Missing Information from your Financial Aid Application

If your **FINANCIAL AID ACTIVITY AND DEMOGRAPHIC SUPPLEMENT** is missing:

To be eligible for any federal or institutional student aid, you must electronically submit the Supplement. You can complete the Supplement online using your Harvard ID number and your PIN by visiting [http://admin-apps.fas.harvard.edu/faads.html](http://admin-apps.fas.harvard.edu/faads.html). If you need to request a new PIN, please visit [http://www.pin.harvard.edu/](http://www.pin.harvard.edu/).

If your **FAFSA RECORD** is missing:

If you have not filed your FAFSA (Free Application for Federal Student Aid), you must do so immediately at [http://fafsa.ed.gov/](http://fafsa.ed.gov/). If you have filed your FAFSA, you should have received a copy of your Student Aid Report (SAR). If you have a copy of your SAR, review Step 6 and verify that you have listed the Harvard school code number E00468. If the Harvard code is not listed on your SAR, please go to [http://fafsa.ed.gov](http://fafsa.ed.gov) and make a correction to your submitted FAFSA.

To correct any errors that were made or to input our school code, go to [http://fafsa.ed.gov/](http://fafsa.ed.gov/). You can also use this site to check the status of your FAFSA or request a duplicate SAR.

If the **PARENT AND/OR STUDENT SIGNATURE ON FAFSA** is missing:

When you filed your FAFSA, you and/or at least one parent did not sign and date the signature page of the FAFSA. In order to complete the FAFSA, both you and your parent(s) must sign and date your Student Aid Report. Go to [http://fafsa.ed.gov/](http://fafsa.ed.gov/) and click on “Sign Electronically with your Pin.”

If your **STUDY ABROAD SUPPLEMENT** is missing:

You must complete this supplement so the Griffin Financial Aid Office can determine your eligibility for study out of residence. You can download and print out this form at [http://college.harvard.edu/financial-aid/applying-aid/studying-abroad](http://college.harvard.edu/financial-aid/applying-aid/studying-abroad). Please submit the form directly to the Griffin Financial Aid Office, 86 Brattle Street, Cambridge, MA 02138.

If your **STUDY ABROAD CONSORTIUM AGREEMENT** is missing:

If you are attending a program affiliated with a U.S. college or university and are receiving federal financial assistance, you must complete this form. Completion of this form is required by the federal government to ensure that you only receive federal aid from one institution. You can print out this form at [http://college.harvard.edu/financial-aid/applying-aid/studying-abroad](http://college.harvard.edu/financial-aid/applying-aid/studying-abroad).

If the **CORPORATE OR PARTNERSHIP TAX RETURN** is missing:

Please upload copies of the 2014 federal corporate or partnership tax return, with all pages and schedules, along with the rest of your tax forms, to the College Board IDOC service.

If the **VERIFICATION WORKSHEET** is missing:

Your financial aid application has been selected by the Department of Education for Verification. Please submit a Verification Worksheet, signed by both you and your parent(s) to our office. You can print a copy of the Verification on our website: [http://college.harvard.edu/financial-aid/forms-resources/forms](http://college.harvard.edu/financial-aid/forms-resources/forms).
If your **VERIFICATION OF CITIZENSHIP** is missing:

When you applied for federal student aid, the federal government was not able to confirm your citizenship status, and we are now required to obtain documentation from you to confirm it. Please send us a photocopy of your U.S. Birth Certificate, U.S. Passport, Certificate of Citizenship from the INS, or Certificate of Naturalization from the INS.

If your **VERIFICATION OF PERMANENT RESIDENCY OR ELIGIBLE NON-CITIZEN STATUS** is missing:

When you applied for federal student aid, the federal government was not able to confirm your permanent residency or eligible non-citizen status, and we are now required to obtain documentation from you to confirm it. Please send us a photocopy of the back and front of your Alien Registration Receipt Card (Green Card), your Passport if stamped as valid for I-1551, or your I-94 Departure Record if stamped as valid for I-1551 or as a refugee or if granted asylum.

If your **VERIFICATION OF SELECTIVE SERVICE STATUS** is missing:

When you applied for federal student aid, the federal government was not able to confirm that you are registered with the Selective Service, and we are now required to obtain documentation from you to confirm it. Please send us a photocopy of the back and front of your Selective Service Registration Acknowledgement. You may register and/or obtain documentation through their website at [http://www.sss.gov/](http://www.sss.gov/).

If your **VERIFICATION OF SOCIAL SECURITY NUMBER** is missing:

When you applied for federal student aid, the federal government was not able to confirm that the Name, Social Security number and Date of Birth you listed were correct. We are now required to obtain documentation from you to confirm them. Please send us a photocopy of the front and back of your Social Security Card. You may obtain more information at the Social Security Administration website at [http://www.ssa.gov/](http://www.ssa.gov/).

If your **CORRECT PARENT NAME, DOB OR SSN** is missing:

You must report a valid social security number, name, and date of birth for your father or mother on the FAFSA form. If your parent does not have a social security number, you should correct that field to all zeroes. To make corrections to your FAFSA, go to [http://fafsa.ed.gov/](http://fafsa.ed.gov/).

If a **DOCUMENT OTHER** is Missing:

Our office is requesting a document that is not in our set of “Standard” Documents and therefore cannot be displayed on the my.harvard site. Please call our office, at the number below, to find out what this document is.

If you have any questions about the application or completion process, please contact Charlene Keating in the Griffin Financial Aid Office at (617) 495-1581. You can also send materials via fax at (617) 496-0256 to her attention (though you should not fax materials that are meant to be sent to IDOC). Please write your name, class, and HUID on all forms.