

# 2016-17 Financial Aid Application Checklist

## for undergraduate students applying Early Action

- 2016-17 CSS PROFILE**  
Due by January 4 if estimate desired; Due by February 15 if no estimate desired  
Website: <http://cssprofile.org> | DU School code: 4842  
This application is used to determine your eligibility for institutional aid. Use income estimates to meet the due date. Students who submit the CSS PROFILE by January 4 will receive an estimated financial aid award in mid-February.
  
- Noncustodial Parent PROFILE (if applicable)**  
Due by January 4 if estimate desired; Due by February 15 if no estimate desired  
Required if biological/adoptive parents are divorced, separated, single, or were never married. The Noncustodial Parent PROFILE is not initiated until the student and the custodial parent complete the CSS PROFILE. Once completed, the College Board will send the student an email directing him/her to share the email with the noncustodial parent to complete the Noncustodial Parent PROFILE.
  
- Estimated Award Letter - Sent in Early February**  
Students who submit a CSS PROFILE and the Noncustodial Parent PROFILE (if applicable) by January 4 can expect to receive an estimated financial aid award letter in the mail in early February. Once we receive the FAFSA and any other requested documents, we will update the estimated award to reflect the new information and send a finalized award letter in early April.
  
- File your 2015 federal tax returns as soon as possible.**  
We recommend that both students and parents complete their tax returns before completing the FAFSA; it will simplify and expedite the process. If you can't file your returns by February 15, feel free to use estimates on the FAFSA.
  
- 2016-17 Free Application for Federal Student Aid (FAFSA) - Due by February 15**  
Website: [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov) | DU School code: 001371  
Available January 1, 2016. This application is used to determine your eligibility for federal aid. Use income estimates if necessary to meet the due date.
  
- Additional Documentation - Due by March 1 (if requested)**  
We may need additional documentation in order to verify that the information on your application is true and correct. If we need further information, we will send you an email. You must submit all requested documents before we can finalize your financial aid award.
  
- Final Award Letter**  
Early April for students who received an estimate; Mid-March if no estimate received  
If you have submitted all requirements listed above, we will send you a final award letter based on your FAFSA and updated tuition costs for the 2016-17 academic year. Students who already received an estimated award will receive their final letter via email in early April. Students who did not receive an estimate will receive their final award via postal mail in mid-March

