Financial Aid Application Checklist

For Domestic, Early-Decision, Non-Custodial and Custodial Households

<table>
<thead>
<tr>
<th>Complete</th>
<th>Date Due</th>
<th>Information Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>November 1st</td>
<td>Complete the <a href="#">CSS Profile</a> and the Non-custodial Profile</td>
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<tr>
<td>□</td>
<td>November 15th</td>
<td>2013 tax returns, and wage statements due to Undergraduate Financial Aid Office</td>
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<tr>
<td>□</td>
<td>April 1st</td>
<td>Custodial parents should submit 2014 tax returns and wage statements to the <a href="#">College Board’s IDOC service</a></td>
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<tr>
<td>□</td>
<td>April 1st</td>
<td>Non-custodial parents should submit 2014 tax returns and wage statements to the Undergraduate Financial Aid Office</td>
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<tr>
<td>□</td>
<td>April 15th</td>
<td>File the <a href="#">FAFSA</a> online and be sure to use the IRS data retrieval tool</td>
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<tr>
<td>□</td>
<td>May 15th</td>
<td>Finalized aid awards available to Early Decision students</td>
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</table>

**Instructions:**

If your parents are divorced or separated, both parents need to submit financial information. We will calculate a separate contribution for each parent and add them together to determine an [Expected Family Contribution](#). If one or both of your parents are remarried, we will remove consideration of income earned by your stepparent.

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**Step 1**

Submit the [CSS Profile](#) online by the **November 1st**. The College Board will email you information which must be forwarded to your non-custodial parent so that s/he can complete the CSS Non-custodial Profile by the November 1st priority deadline. Admitted students with completed financial aid applications received by the deadline will receive financial aid estimates with their Admissions packets in December. Completed applications received after November 1st but before November 15th may receive an estimate in January.

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**Step 2**

Submit 2013 tax forms and W2s for both your custodial and non-custodial parent to the Office of Undergraduate Financial aid by **November 15th**. If you are admitted and all documentation is complete by the priority deadline, your financial aid estimate will be sent to you with your Admission packet in December.
Step 3
You will receive an email from the College Board with directions on how to submit 2014 tax forms and W2s for you and your custodial parent(s) to the College Board’s IDOC service. All forms are due to IDOC by April 1st.

Please gather all requested documents and make only one submission to the IDOC service. Whether mailing documents to the College Board or uploading your information online, multiple submissions will not be accepted and must be contained in a single paper or electronic submission.

Step 4
By April 1st, submit the 2014 tax forms and W2s for your non-custodial parent directly to:

The Office of Undergraduate Financial Aid
2127 Campus Drive Annex
Box 90397
Durham, NC 27708
Fax: 919-660-9811
Email: finaid@duke.edu

Step 5
Submit the Free Application for Federal Student Aid (FAFSA) online by April 15th.

Be sure to use the IRS data retrieval tool to ensure the fastest processing.
For a video tutorial on how to use the tool, click here.

Step 6
Review your aid award and complete the steps to receive your funding. If you have a loan, this will include accepting it online through ACES, and completing an online promissory note and entrance loan counseling session.