



How to Complete the CSS Profile – Online Financial Aid Application

What is the CSS PROFILE?

The CSS Financial Aid PROFILE is an online financial aid application produced by [College Board](#) (the same organization that produces the SAT) and is used by many private colleges and universities in the United States to award their financial aid to students.¹ The PROFILE asks for information concerning your family's and/or sponsor's financial income and expenses to determine how much money an applicant needs from the college or university to pay for his or her expenses while studying in the United States (also known as need-based financial aid).²

How do I Complete the CSS PROFILE?

- 1) Go to www.collegeboard.com.
- 2) Click on "College Planning" at the top of the page.
- 3) Click on "Pay for College" (green tab toward right of page).
- 4) Click on "PROFILE online" and read the introduction.
- 5) Click "**FALL2012/SPRING 2013**" to register for and complete your CSS PROFILE online Application.
- 6) If you have a College Board account, enter your username and password and click on "Sign In." If you do not have an account, click on "Sign Up" and provide the required information. After successfully creating your account, you will be redirected to the PROFILE page.
- 7) Click where it says "Click here before you begin" for instructions on completing the profile. Read the helpful information provided.
- 8) Click on "Close Window" to return to the previous page. Then click "Register for PROFILE" on the top left corner.

¹ Some colleges and universities do not require the CSS PROFILE from international students, so be sure to verify which form(s) the schools you are applying to want before completing the PROFILE.

² Americans' philosophy is that the parents are mainly responsible for funding their child's higher education. Thus, most financial aid is distributed based on demonstrated economic need. Schools want to know all sources of income to the prospective student's family and all expenditures, so as to assess the family's ability to contribute to the prospective student's higher education costs.

- 9) For each stage, fill in all the required information to proceed to the next stage, and remember to save your work as you continue.
 - a. Where a postal code is required put 00000, as Cameroon has no postal code.
 - b. Under College and Program Search, scroll down to **International Students**, click on “[See More]” and read the information.

How do I Submit the CSS PROFILE to the Schools I am Applying?

When you submit your application you will be charged a US\$9.00 application fee and a reporting fee of US\$16.00 for each college or scholarship program selected. Applicants from Cameroon **cannot** pay these fees online by credit card, debit card or online check. If the schools you are applying to request the PROFILE from international students, you have several options:

- 1) Contact the schools you are applying to for instructions on how to pay the fees.
- 2) A limited number of fee waivers are awarded automatically to first-time applicants from very low income families who qualify based on the parent income and asset information provided on the PROFILE. If you genuinely cannot afford the fee but are unable to receive the automatic fee waiver, request a fee code from the school’s financial aid office. If they offer such a code, the office will email it to you and you will enter the code when the PROFILE asks for your payment.
- 3) Ask the EducationUSA Advisor or admissions officer at the schools to which you are applying to send you the paper version of the International Student Financial Aid Application (ISFAA). Although the PROFILE is a newer version of the ISFAA, many schools will still accept the ISFAA, which does not require payment.

To learn more about opportunities to study in the United States, both undergraduate and graduate, contact the EducationUSA Advisor at 2220-1500 ext. 4009 or YaoundeEDU@state.gov, or visit our [website](http://yaounde.usembassy.gov/educational_advising.html) at http://yaounde.usembassy.gov/educational_advising.html.