

College Board's Non-Custodial Parent CSS Profile

Lehigh's financial aid policy and expectation is that both legal parents of an undergraduate student, regardless of marital status, have a responsibility to participate in the financial aid process. If legal parents are not living together, each parent should file a separate CSS Profile application with the College Board. Follow the steps below to complete the non-custodial CSS Profile.

Step 1: Go to cssprofile.org

Step 2: Click on the yellow box that says "Sign In to Apply" and then "Sign In 2024-2025"

Step 3: You will be directed to a welcome page and should click on the blue box that says "Sign Up".

Step 4: "Create Your Student Account" - In the **General Student Information** section, you will enter the student's first and last name, gender and their date of birth. For email address, you should enter your (the parent) email address.

Step 6: Select the student's High school graduation month and year, zip code and the high school that the student attends/attended.

Step 7: In the **Username and Password** section you will create your (the parent) own username and password.

Step 8: You may skip the **Subscriptions** and **Parent Information** section.

Step 9: Click on "I agree with the Terms & Conditions" and click next. The next page will ask you to confirm your information and then your account will be created.

Step 10: When you enter and begin the application, you will be taken to the **Getting Started – About the Student** section. Your (the parent) email address will be displayed in the email section for the student. You will need to remove your email address and enter the student email address instead.

Step 11: Proceed through the application and submit when completed.

Step 12: Follow up with the student to confirm that the school received the application. Please allow for 3 – 5 business days for processing.

Please submit to Lehigh University's Office of Financial Aid via the [Financial Aid Documentation Upload Center](#), by mail, or by fax (610)758-6211. You may also contact our office at (610)758-3181 or financialaid@lehigh.edu