

## Completing the Application Online

### STEP ONE: Apply on-line With Clarity Financial

- Starting on **August 15, 2024**, go to [Clarity Application](https://app.clarityapp.com/sign-up) <https://app.clarityapp.com/sign-up>
- Sign up for the Clarity application account to apply for financial aid by **January 31, 2025**.
- Complete the application, which typically takes less than 30 minutes to fill out. The Clarity application is mobile friendly so you can complete it from anywhere.
- You only need to complete one Clarity application even if you have several children applying to separate schools. In case of divorce, each parent /household must complete one PFS and send in all required documents. The Financial Aid Committee will consider the resources of both natural parents. If the custodial parent has remarried, we consider the resources of the stepparent, bearing in mind the obligation the stepparent has toward his or her own natural children. If the non-custodial parent is not involved in a student's life, the custodial parent can submit a letter from a third party (clergy, lawyer, doctor, school official, social worker) that states this fact in lieu of the non-custodial parent submitting his or her financial information. Please contact the Director of Financial Aid if you have any questions about this situation.
- The Clarity application will ask you to identify the name of the school(s) you wish to receive your report. **Baylor's code is 5632**. If you are applying for financial aid at more than one school using Clarity, only one application must be completed. Simply use the dropdown menu in the application to select those schools.
- Submit and pay the non-refundable fee of \$60.00 for the application.

### STEP TWO: Upload Required Tax Information And/or Additional Documents

1. **Uploading documents:** While Clarity will pull your 2023 Form 1040 from the IRS, we need for you to manually upload your 2024 Form W-2, or Form 1099 for each parent in the household.
2. Baylor REQUIRES that you upload the following documents directly to the Clarity portal:

W2 and/or 1099 forms for 2024 (for each parent in the household)

**NOTE:** Upon completion of IRS Form 4506-C, IVES Request for Transcript of Tax Return (completed in the Clarity application), Clarity gains access to the required 2024 Form 1040 tax documents for assessing the application.

3. If you are an international applicant and do not have tax documents from the United States, you must complete the Clarity application, the International Financial Aid Form (found on our website), upload your 2023 and 2024 tax form from your current residence (in English; for example, the T1 for Canada), and a proof of income statement (paystub, etc.; for example, the T4 for Canada). These additional documents should be uploaded into your Clarity account.
- If you need support during the process of completing your application, there is in-app support available through the "Help" button in the bottom left of the screen, as well as email and phone support at [support@clarityapp.com](mailto:support@clarityapp.com) or 206-210-3752, in both English and Spanish. The application itself is also fully translated into Spanish. For more specific details on the application process, view Clarity's [Quick Reference Guide](#) and [Family Application Guide](#).