



IDOC (Institutional Documentation Service)

What is IDOC?

IDOC is a way for colleges to verify the information you provided on both the CSS/Profile and the FAFSA. It requires you to collect tax related and other personal information, so the colleges can make a final determination regarding your financial aid eligibility. It is important to be as timely and accurate as possible when filling out all of the forms.

If you are required to complete IDOC you should receive an email from College Board by the second week of February. If you are unsure of whether or not you received that email you can go to:

pages.collegeboard.org/idoc

In order to log in you will need two of the following: IDOC ID #, Social Security Number, or Date of Birth
(Please see the back of this sheet for help logging in)

Once you log in, you will find out what schools require IDOC and what documents they require you to submit to College Board. The following is a list of documents you *may* need to complete the IDOC Process. After reviewing the site, check off the ones that are required for you. This will help you remain organized and keep track of your next steps:

PLEASE CHECK OR HIGHLIGHT THE REQUIRED FORMS!

- | | |
|---|---------------------|
| <input type="checkbox"/> Dependent Student Verification Worksheet | Completed on: _____ |
| <input type="checkbox"/> Independent Student Verification Worksheet | Completed on: _____ |
| <input type="checkbox"/> A Copy of Student Tax Forms | Completed on: _____ |
| <input type="checkbox"/> A Copy of all Student W-2's and 1099's | Completed on: _____ |
| <input type="checkbox"/> A Copy of Parent Tax Forms | Completed on: _____ |
| <input type="checkbox"/> A Copy of all Parent W-2's and 1099's | Completed on: _____ |
| <input type="checkbox"/> Student Non-Tax filers statement | Completed on: _____ |
| <input type="checkbox"/> Parent Non-Tax Filers Statement | Completed on: _____ |
| <input type="checkbox"/> International Student Non-Tax Filers Statement | Completed on: _____ |
| <input type="checkbox"/> International Parent Non-Tax Filers Statement | Completed on: _____ |
| <input type="checkbox"/> Institution Specific Document | Completed on: _____ |

For the following schools: _____

There are two options for submitting your required documents to College Board:

- Upload documents directly to IDOC (preferred):** Click the "Upload Documents" button on the IDOC Document Management Dashboard page and follow the in the instructions in the window that appears. Once you have uploaded your files, they will appear in the "My Uploads" section of the IDOC Dashboard.
- Submit paper documents by mail:** After you have collected and completed all necessary forms, group them together, 1-sided, NO staples or paperclips and mail with a completed IDOC Cover Sheet to the address provided.

Need help? Contact IDOC at 1-866-897-9881



Website: pages.collegeboard.org/idoc

To continue to the sign-in page click "Sign in to IDOC"

Enter two of the items requested and then click on "Sign-In." After signing in you will find out which of your schools require IDOC and what forms they require you to submit to College Board.