

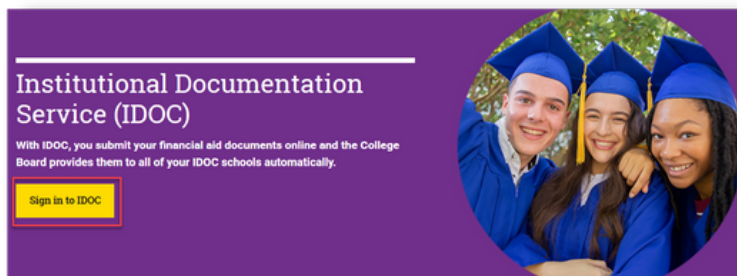
# IDOC: Institutional Documentation Service

## What is IDOC?

IDOC is a service used by colleges to verify the information you provided on the CSS Profile and FAFSA. It requires you to provide personal and financial information in order for the colleges to determine your eligibility for financial aid. It is important to provide accurate information in a timely manner when filling out all the forms.

If you are required to complete IDOC, you should receive an email from College Board by mid-February. If you are unsure whether or not you received that email, you can go to: [pages.collegeboard.org/idoc](https://pages.collegeboard.org/idoc)

In order to log in, you will need two of the following: IDOC#, Social Security Number, or Date of Birth



Click on the "Sign in to IDOC" to continue to the sign-in page

**IDOC Sign-in**

Please select the academic year for which you are applying for financial aid and enter **two** of the following:

Academic Year you will attend: 2023-24

CBFinAid ID:

Social Security Number or Social Insurance Number:  (No Dashes)

Date of Birth:  mm/dd/yyyy

I have read and agree to the [Site Terms and Conditions](#)

**Sign-In**

Enter two of the items requested and then click "Sign-In."

**Once you log in, you will find out which 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 your next steps:

	Date completed:
<input type="checkbox"/> Dependent student verification worksheet	_____
<input type="checkbox"/> Independent student verification worksheet	_____
<input type="checkbox"/> Copy of student's W-2s and 1099s	_____
<input type="checkbox"/> Copy of parent's tax forms	_____
<input type="checkbox"/> Copy of parent's W-2s and 1099s	_____
<input type="checkbox"/> Student non-filer statement	_____
<input type="checkbox"/> Parent non-filer statement	_____
<input type="checkbox"/> International student non-filer statement	_____
<input type="checkbox"/> International parent non-filer statement	_____
<input type="checkbox"/> Institution specific document	_____

## Options to submit documents

### **Upload documents directly to IDOC (preferred):**



Click the "Upload Documents" button on the IDOC document Management Dashboard page and follow 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 the necessary forms, group them together, 1-sided, NO staples or paperclips and mail with a completed IDOC Cover sheet to the address provided.