# 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

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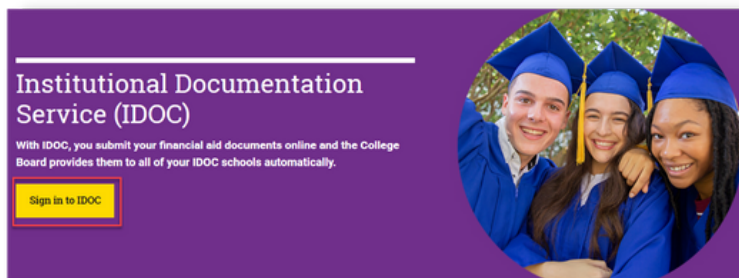


Click on the "Sign in to IDOC" to continue to the sign-in page



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:

☐ Dependent student verification worksheet      _____

☐ Independent student verification worksheet      _____

☐ Copy of student's W-2s and 1099s      _____

☐ Copy of parent's tax forms      _____

☐ Copy of parent's W-2s and 1099s      _____

☐ Student non-filer statement      _____

☐ Parent non-filer statement      _____

☐ International student non-filer statement      _____

☐ International parent non-filer statement      _____

☐ 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.