



Barnard College Helpful Tips for the First Year Financial Aid Application Process

Documents should be uploaded through The College Board Institutional Documentation Service (IDOC)

The Financial Aid Office will review uploaded materials and will update the Financial Aid Checklist to reflect all documents received and any additional documents required.

Please allow up to 5-7 business days for uploaded documents to be processed.

Tax Returns & W-2 Forms:

- Barnard requires a full copy of all tax returns, including all tax schedules and federal statements.
- Barnard requires copies of all original W-2 and 1099 forms as provided by employers. W-2 summaries from state tax returns are not accepted as a replacement for the employer-issued W-2.
- The W-2 requirement will be marked 'Incomplete' if our office does not receive all W-2 or 1099 forms associated with the tax return (line 7 on the 1040 tax returns).
- If your parent is self-employed or does not receive a W-2, the W-2 requirement will be waived when the tax return is reviewed.
- If a student W-2 is requested and you did not receive a W-2 for your earnings, please submit either your tax return **OR** a completed [Student Tax Non-Filer Certification Form](#) to your portal. When the form is reviewed, the W-2 requirement will be waived if no W-2 income is reported.

Corporate & Partnership Tax Returns (Form 1065, 1120, 1120S):

- If parents are self-employed or hold any interest in a business (Partnership, Corporation, or S-corporation), you must also submit the full tax return for that business, including all pages and schedules as well as the parent(s) K-1s.

Student & Parent Tax Non-filer Certification Forms:

- If neither parent filed a Federal Income Tax Return, a Parent Tax Non-filer certification form must be submitted through IDOC from each parent. Parent Tax Non-Filer Forms should be submitted by any parent who is not required to file a Federal Income Tax Return.
- If the student did not file a Federal Income Tax Return, a Student Tax Non-filer certification form must be submitted through IDOC.

Non-Custodial Parent Waiver Petition:

- If you need to request a waiver of the non-custodial parent component of the financial aid application, please complete and submit the Barnard Non-Custodial Parent Waiver Petition available on [our website](#). **We do not accept the College Board Non-Custodial Parent Waiver Petition.**