

VASSAR COLLEGE
2012-2013 Regular Decision Financial Aid Application Instructions
International Students/Parents Living in the US

Deadline for CSS Profile: February 15

Complete Online:

- 1) **2012-2013 CSS Profile:** <https://profileonline.collegeboard.com>. School Code: 2956
- 2) **Noncustodial Profile**, if parents are divorced or separated: <https://ncprofile.collegeboard.com>

Deadline for Tax Returns: March 1

Submit to the College Board's Institutional Documentation Service (IDOC):

All supporting documents should be submitted to the College Board as one complete packet and must have an IDOC cover sheet. Please make sure that all tax returns and cover sheets are signed. The College Board will not process any information without an IDOC coversheet. Cover sheets are available for download from the College Board's IDOC website once your CSS Profile has been submitted: <https://idoc.collegeboard.com/idoc/index.jsp>.

Supporting documents may include, but are not limited to the following:

- 3) **Signed** copies of **2011 Federal Tax Returns and W-2 forms** – all pages and schedules for student and parents (including noncustodial parent, if applicable)
*If the student or parent will not be filing a 2011 tax return then you must complete a Non-Tax Filer Statement, which may be downloaded from the IDOC website.
*If your parents' 2011 Federal Tax Return will not be completed by March 1, please submit 2011 W-2 forms & copies of 2010 Federal Tax Returns **DIRECTLY** to Vassar. Do not send 2010 tax returns to IDOC.
- 4) If parents hold an interest in a partnership or corporation, copies of all pages and schedules of the **2011** federal business income tax return(s), including all K-1's, must be submitted along with personal federal income tax returns.

In the case of divorced or separated parents, you may submit your noncustodial parent tax information along with your application materials to the College Board. Alternatively, you may forward a copy of the IDOC coversheet to your noncustodial parent and request that he or she submit the requested materials directly to IDOC.

Tax Extensions: If your parents will file a tax extension, please send a copy of IRS Form 4868 directly to the Financial Aid Office. Once they have filed their 2011 tax returns they will need to submit them to IDOC.