APPLICATION REQUIREMENTS for 2016-2017: Student W-2 form

Please review the information below carefully. Generally, an employer files a W-2 with the IRS to report annual earnings as well as federal, state and other taxes withheld for an employee. The employer also provides a W-2 to each employee. Please contact SFS as soon as possible if you have questions regarding the request for student W-2 form(s).

Please note that the University of Virginia does not participate in the College Board’s Institutional Documentation Service (IDOC).

Students who are unable to submit the application requirements should contact SFS as soon as possible.

Documents may be faxed to (434) 924-7636, attached as a .pdf to an email to sfs@virginia.edu, or mailed to

Student Financial Services
P.O. Box 400204
Charlottesville, VA 22904

If you (and your spouse if applicable) did not receive a W-2 for working in 2015, submit a signed statement to confirm that no W-2 was received in 2015.

- If you are married and you did not receive a W-2 for working in 2015 but your spouse did, submit a copy of your spouse’s W-2.

- If you (or your spouse if applicable) worked for the World Bank, International Monetary Fund (IMF), the North Atlantic Treaty Organization (NATO) or any other organization that qualifies for an exemption under a tax treaty or U.S. tax law and did not receive a W-2, submit a certification of income from your and/or your spouse’s employer. The certification must reflect gross annual earnings from that employer.

If you received a W-2 for working in 2015, submit a copy of each W-2 received. Please be sure that W-2 forms that are shaded are readable when copied and/or faxed. W-2 forms that are not readable may delay the review of your financial aid application.

If you (and your spouse if applicable) did not work in the U.S. but worked in a foreign country, submit a certification of income or statement of earnings from each foreign employer. The document must be issued by the employer, translated into English, and reflect gross annual earnings from that employer in that country’s currency.
• If you (and/or your spouse) received a W-2 and worked in a foreign country, submit a copy of each W-2 received as well as a certification of income or statement of earnings.