



## HOBART AND WILLIAM SMITH COLLEGES

### HEOP CHECKLIST 2021-2022

Consideration for the Hobart and William Smith Colleges HEOP program is dependent upon students meeting all eligibility requirements including but not limited to, financial income criteria as established by New York State. To confirm your eligibility you must submit the following financial documentation by **APRIL 15, 2021**.

\_\_\_\_ HWS Verification Worksheet (enclosed) – If you are a dependent student, the worksheet must be signed by parent and student. If you are an independent student, only your signature is required. If you did not work be sure to include documentation of income received (i.e. social security statement, public assistance, etc). [https://www.hws.edu/admissions/finaid/pdf/verification\\_worksheet2.pdf](https://www.hws.edu/admissions/finaid/pdf/verification_worksheet2.pdf)

\_\_\_\_ Parent copy of 2019 all W-2s.

\_\_\_\_ Student copy of 2019 all W-2s.

\_\_\_\_ Parent 2019 IRS Tax Transcript (2019 taxes must be filed). The transcript may be requested online at <https://www.irs.gov/individuals/get-transcript> or by mail at <https://sa2.www4.irs.gov/irfof-tra/start.do> or by calling 1-800-908-9946. If you decided to have the transcript mailed, please have it sent directly to the Office of Financial Aid, 629 South Main Street, Geneva, NY 14456. Please note it may take 10 to 14 business days for the transcript to be mailed to you if you filed tax returns electronically or 4 to 6 weeks if you filed a paper tax return. Be sure to allow sufficient time to collect this documentation to meet the April 1st deadline.

\_\_\_\_ Student 2019 IRS Tax Transcript (2019 taxes must be filed). The transcript may be requested online at <https://www.irs.gov/individuals/get-transcript> or by mail at <https://sa2.www4.irs.gov/irfof-tra/start.do> or by calling 1-800-908-9946. If you decided to have the transcript mailed, please have it sent directly to the Office of Financial Aid, 629 South Main Street, Geneva, NY 14456. Please note it may take 10 to 14 business days for the transcript to be mailed to you if you filed tax returns electronically or 4 to 6 weeks if you filed a paper tax return. Be sure to allow sufficient time to collect this documentation to meet the April 1st deadline.

\_\_\_\_ Proof of independence. See examples below supporting independence proof:

- Be an orphan (both parents deceased), ward of the court, in foster care or was a ward of the court when 13 years or older, or under legal guardianship;
- Be a veteran of the Armed Forces of the United States or serving on active duty for other than training purposes;
- Be a graduate or professional student;



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Be a married individual;  
Have legal dependents other than a spouse;  
Be an emancipated minor or in legal guardianship;  
Be a homeless youth;  
Be a student for whom a financial aid administrator makes a documented determination of independence by reason of other unusual circumstances.

\_\_\_\_ Proof of citizenship. Your birth certificate or U.S. passport provides **proof of citizenship**. If you need a copy of your birth certificate, contact the Bureau of Vital Statistics in the State in which you were born. We do not issue any kind of **citizenship** document to a person who is a citizen by birth in the United States.

\_\_\_\_ NYS HESC TAP Application (ETA) <https://www.hesc.ny.gov/repay-your-loans/my-hesc-account-access>.

Please read all instructions carefully and complete the attached forms as requested. Incomplete files will delay full admission to HWS. If you have any questions regarding these financial documents, please contact Hannah Snyder in the Office of Financial Aid at 315-781-3315 or via e-mail at [hsnyder@hws.edu](mailto:hsnyder@hws.edu).

Return all documents to the Office of Financial Aid, 300 Pulteney Street, Geneva, NY 14456. Documents may also be faxed to 315-781-4048 or scanned and emailed to [finaid@hws.edu](mailto:finaid@hws.edu).

**DEADLINE APRIL 15, 2021**