

# 2019-2020 Verification Worksheet - Dependent Student

## Verification Tracking Group V4 – Custom Verification

Your 2019-2020 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

### A. Dependent Student's Information

<hr/>			<hr/>
Last Name, First Name			Identification (ID) Number
<hr/>			<hr/>
Street Address (include apt. no.)			Date of Birth
<hr/>			<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
City	State	Zip Code	Email Address
<hr/>			<hr/>
Home Phone Number (include area code)			Alternate or Cell Phone Number

### B. High School Completion Status

**Instructions:** Provide one of the following documents that indicate the student's high school completion status when the student will begin college in 2019-2020

- A copy of the student's high school diploma.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A copy of the student's state certificate or transcript that shows the student passed a State-authorized examination [General Educational Development (GED), HiSET, TASC, or other State-authorized examination] that the State recognizes as the equivalent of a high school diploma.
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or similar document.
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- For a homeschooled student from a State where State law requires a homeschooled student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a homeschooled student from a State where State law does not require a homeschooled student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting.

A student who is unable to obtain and provide the documentation listed above must contact the financial aid office.

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Last Name, First Name

### C. Certifications and Signatures

Each person signing below certifies that all of the information reported on the pages of this document are complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

**WARNING: If you purposely give false or misleading information you may be fined, sent to prison, or both.**

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Student's ID Number

\_\_\_\_\_  
Student's Signature (Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature (Required)

\_\_\_\_\_  
Date

**NOTE: IMPORTANT!** The following page (**Identity/Statement of Educational Purpose**) must be completed and **signed by the student in the presence of the designated individual at the school.** Failure to do so will delay further processing of your application for financial aid. If you have any questions, please contact your Financial Aid Administrator at the school. Only the English or Spanish version of Identity/Statement of Educational Purpose is required to be signed.

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Last Name, First Name

### Identity and Statement of Educational Purpose (To be signed at the Institution)

The student must appear in person at \_\_\_\_\_ to  
(Name of Postsecondary Educational Institution)

verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

### Identity and Statement of Educational Purpose (To be signed in the Presence of a Notary)

If the student is unable to appear in person at \_\_\_\_\_  
(Name of Postsecondary Educational Institution)

to verify his or her identity, the student must provide to the institution:

- (a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to a driver's license, other state-issued ID, or passport; and
- (b) The original Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

### Statement of Educational Purpose

I certify that I, \_\_\_\_\_, am the individual signing this  
(Print Student's Name)

*Statement of Educational Purpose* and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending \_\_\_\_\_ for 2019-2020.

(Name of Postsecondary Educational Institution)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's ID Number

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Last Name, First Name

### Verificación de Identidad y Declaración de Propósito Educativo (Para ser firmadas en la institución)

El estudiante debe comparecer en persona en \_\_\_\_\_ para  
(Nombre de la institución educativa postsecundaria)

verificar su identidad mediante la presentación de una identificación con fotografía (ID) válida emitida por el gobierno que no haya expirado, como una licencia de conducir, otro tipo de identificación emitida por el estado o pasaporte, entre otros. La institución conservará una copia de la identificación con fotografía del estudiante en la cual se anotará la fecha en la que se recibió y revisó, y el nombre del funcionario de la institución autorizado a recibir y revisar las identificaciones de los estudiantes.

Además, el estudiante debe firmar, en presencia del funcionario de la institución, la Declaración de Propósito Educativo proporcionada a continuación.

### Verificación de Identidad y Declaración de Propósito Educativo (Para ser firmadas en la presencia de un notario)

Si el estudiante no es capaz de comparecer en persona en \_\_\_\_\_  
(Nombre de la institución educativa postsecundaria)  
para verificar su identidad, el mismo debe proporcionar a la institución:

- (a) Una copia de la de identificación con fotografía (ID) válida emitida por el gobierno que no haya expirado, que se reconoce en la declaración del notario que aparece a continuación, o que se presenta ante un notario, como una licencia de conducir, otro tipo de identificación emitida por el estado o pasaporte, entre otros; y
- (b) La Declaración de Propósito Educativo original proporcionada a continuación debe ser notariada. Si la declaración del notario aparece en una página separada de la Declaración de Propósito Educativo, se debe indicar de manera clara que la Declaración de Propósito Educativo era el documento notariado.

### Declaración de Propósito Educativo

Certifico que yo, \_\_\_\_\_, soy el individuo que firma esta  
[Imprimir Nombre del Estudiante]

Declaración de Propósito Educativo, y que la ayuda financiera federal estudiantil que yo pueda recibir sólo será utilizada para fines educativos y para pagar el costo de asistir a \_\_\_\_\_ para 2019-2020.

[Imprimir Nombre de Institución Educativa Postsecundaria]

\_\_\_\_\_  
[Firma del Estudiante]

\_\_\_\_\_  
[Fecha]

\_\_\_\_\_  
[Número de Identificación del Estudiante]

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Last Name, First Name

THIS PAGE **MUST** BE COMPLETED IF PAGE 3 (ENGLISH) OR PAGE 4 (SPANISH) AND THEIR CERTIFICATIONS WERE NOT ABLE TO BE SIGNED IN THE PRESENCE OF THE AUTHORIZED SCHOOL OFFICIAL. THE NOTARY CERTIFICATION BELOW IS ONLY APPLICABLE TO PAGE 3 OR PAGE 4 IF THOSE PAGES ARE NOT SIGNED BY THE STUDENT IN THE PRESENCE OF THE DESIGNATED INDIVIDUAL AT THE SCHOOL.

### Notary's Certificate of Acknowledgement

State of \_\_\_\_\_  
City/County of \_\_\_\_\_  
On \_\_\_\_\_, before me, \_\_\_\_\_,  
(Date) (Notary's name)  
personally appeared, \_\_\_\_\_, and proved to me  
(Printed name of signer)  
on basis of satisfactory evidence of identification \_\_\_\_\_  
(Type of unexpired government-issued photo ID provided)  
to be the above-named person who signed the foregoing Statement of Educational Purpose.

### WITNESS my hand and official seal

(Seal)

\_\_\_\_\_  
(Notary signature)

My commission expires on \_\_\_\_\_  
(Date)