

2024-25 Verification Worksheet V4

Federal Student Aid Programs

Dependent Student

Your financial aid application was selected for review in a process called "Verification." In this process, your college will compare information from your Free Application for Federal Student Aid (FAFSA) with this worksheet and any additional documentation requested for you to submit. The law requires completion of Verification before aid offers and/or disbursement of any federal aid. If there are differences between your FAFSA application and your verification documentation, electronic corrections to your FAFSA may be required. Contact your Financial Aid Office at (XXX) XXX-XXXX if you have questions.

INSTRUCTIONS

- You must complete and sign this worksheet, any required documents, and submit the materials to the Office of Financial Aid.
- Requested documents **should** be submitted within 30 days of the initial request to be considered for all available Financial Aid.

A. Student Information

Last Name	First Name	M.I.	Student ID
Address (include apt. no.)			Date of Birth
City	State	Zip Code	Phone Number

Identity and Statement of Educational Purpose (To Be Signed at the Institution)

You **must appear in person** at _____ Financial Aid Office to verify your
(Name of Postsecondary Educational Institution)

identity by presenting a valid unexpired 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 your 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 Education Purpose provided below.

Type of documentation submitted: _____

Designated institutional official: _____
(School official's printed name)

Student ID Number S _____

**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 _____ to verify his or her identity, the student must provide to the institution:
(Name of Postsecondary Educational 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 Statement of Educational Purpose and
(Student’s printed name)
that The Federal student financial assistance I may receive will only be used for educational purposes and to pay for the cost of attending
_____ for 2024-2025.
(Name of Postsecondary Educational Institution)

Student Signature: _____ Date: _____

Notary Section Instructions: Please Read

This section should only be completed if you are unable to appear in person at the institution with a designated official. This form (the original on which the seal is visible) should be mailed to the Financial Aid Office at your institution along with the copy of the government-issued identification.

Notary's Certificate of

State of _____ City/County of _____

On _____, before me _____
(Date) (Notary's name)

Personally appeared _____ and proved to me because of
(Printed name of signer)

Satisfactory evidence of Identification _____ to be the above-named
(Type of unexpired government-issued ID provided)

Person who signed the foregoing instrument.

My commission expires on _____, 20_____

**WITNESS my hand and official seal
(SEAL)**

Notary (Print): _____

Notary (Signature): _____