



# VERIFICATION WORKSHEET 2023-2024

## Group V4 – Independent

**Important:** Read carefully and fully complete each section. If assistance is needed, please contact your financial aid office at your campus. Submit completed worksheet and signed to an authorized Financial Aid personnel.

### Section 1: Student General Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Last 4 Digits of SSN XXX-XX-\_\_\_\_\_ Date of Birth \_\_\_\_\_

Month/Day/Year

Postal Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

### Section 2: Identity and Statement of Educational Purpose

#### A. Financial Aid Office

Complete this section only in the presence of the Financial Aid Officer.

**Note: If you (the student) is UNABLE to appear in person at the Financial Aid Office, skip to Section 2 - B.**

You (the student) must appear in person to 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.

#### Statement of Educational Purpose – Financial Aid Office

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

**Select** \_\_\_\_\_ for 2023-2024.

(Name of Postsecondary Educational Institution)

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

\_\_\_\_\_  
Date

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

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.

**Section 2: Identity and Statement of Educational Purpose**

**B. For use of the Notary – If Section 2 - A was completed skip to Section 3.**

Note: This section must be completed only if you (the student) is unable to appear in person at the Financial Aid Office and must be completed in presence of a notary.

If you (the student) is unable to appear in person to verify his or her identity, you (the student) must provide to the institution:

- 1) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement, or that is presented to a notary, such as, but not limited to, a driver’s license, other State-issued ID, or passport; and
- 2) 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 – FOR USE OF THE NOTARY**

State of \_\_\_\_\_ City/County of \_\_\_\_\_ on \_\_\_\_\_, (Date)

before me, \_\_\_\_\_ personally appeared, \_\_\_\_\_, (Notary’s Name) (Printed name of signer)

and proved to me because of satisfactory evidence of identification \_\_\_\_\_ to be the above-named person who signed the (Type of unexpired government-issued photo ID provided) foregoing instrument.

**WITNESS my hand and official seal** \_\_\_\_\_ (Notary Signature)

My commission expires on \_\_\_\_\_ (Expiration date).

**(Seal)**

**Section 3: Signatures**

If you (the student) purposely give false or misleading information, you (the student) may be fined, sent to prison, or both. Each person signing below certifies that all of the information reported is complete and correct.

Student Signature (required) \_\_\_\_\_ Date \_\_\_\_\_

Spouse Signature (optional) \_\_\_\_\_ Date \_\_\_\_\_

**COPY OF THIS DOCUMENT MUST BE KEPT IN THE STUDENT’S FILE.**