

2018-2019
(V4) Verification Worksheet
Office of Financial Aid

INSTRUCTIONS

After completing the **2018-2019** Free Application for Federal Student Aid (FAFSA), your file was selected for a process called Verification. Please follow the instructions below and submit to our office as quickly as possible for processing:

1. Attach one of the required documents listed in Section 2.
2. **Please Do not complete Section 3 until you are in the presence of a University of the District of Columbia Financial Aid staff member, with valid government issued photo identification (ID).**
3. A University of the District of Columbia Financial Aid staff member will attach a copy of your government issued photo ID and attach it to this form.
4. Submit this form at any Financial Aid Office location.

SECTION 1: STUDENT GENERAL INFORMATION

	N00#
Student's name (First, MI, Last)	Student ID#
Student's Primary Phone # (include area code)	Student's UDC E-mail

SECTION 2: HIGH SCHOOL COMPLETION STATUS (attach one of the following to this form)
<input type="checkbox"/> A copy of your high school diploma.
<input type="checkbox"/> A copy of your final official high school transcript that shows the date when the diploma was awarded.
<input type="checkbox"/> A copy of your General Educational Development (GED) certificate, an official GED transcript that indicates you passed the exam, or a state-authorized high school equivalent certificate.
<input type="checkbox"/> For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
<input type="checkbox"/> An academic transcript that indicates you successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
<input type="checkbox"/> For a homeschooled student from a state where law requires the student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential.
<input type="checkbox"/> For a homeschooled student from a state where law does not require the student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's parent/guardian, that lists the secondary school courses the student completed and includes a statement that the student completed a secondary school education in a homeschool setting.

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

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**SECTION 3: IDENTITY/STATEMENT OF EDUCATIONAL PURPOSE
(SIGN IN THE PRESENCE OF A FINANCIAL AID OFFICIAL)**

The student must appear in person at University of the District of Columbia 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*. 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:

I certify that I, _____, am the individual signing this 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 University of the District of Columbia for 2018-19.

Student's Signature

Date

Student ID

Financial Aid Administrator- Office Use Only

ID Type: _____

ID Expiration Date: _____

FAA Signature: _____

Date: _____

SECTION 4: IDENTITY/STATEMENT OF EDUCATIONAL PURPOSE CONTINUED (SIGN IN PRESENCE OF NOTARY AND MAIL TO THE UNIVERSITY OF THE DISTRICT OF COLUMBIA)

If Student is Unable to Appear in Person at the University of the District of Columbia Office of Financial Aid, this form will need to be MAILED:

If the student is unable to appear in person at University of the District of Columbia 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. **Note: Student is solely responsible for any notary fee incurred.**

I certify that I, _____, am the individual signing this 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 University of the District of Columbia for 2018-19.

Student's Signature

Date

Student ID

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SECTION 4: CONTINUED (REQUIRED IF MAILED)

Notary's Certificate of Acknowledgement:

State of _____ City/County of _____
 On (date), _____, before me (Notary's Name), _____, personally appeared,
 (Printed Name of Signer) _____, and proved to me on basis of satisfactory evidence of
 identification (Type of Gov't issued photo I.D. provided) _____
 to be the above named person who signed the foregoing instrument. **WITNESS my hand and official seal**
 (Notary Signature) _____
 My commission expires on (date), _____.

SECTION 5: CERTIFICATION AND SIGNATURE

Certification and Signature:

I certify that all information reported on this form is true and accurate to the best of my knowledge.
 I understand that purposely providing false information may be a cause for cancellation of financial aid awards.
 I understand that University of the District of Columbia may use this information to update my previously submitted FAFSA information.

Student Signature _____ Date _____
 Parent Signature (if dependent) _____ Date _____

Priority Submission Deadlines	
Fall 2018	June 1, 2018
Spring 2019	November 1, 2018
Summer 2019	March 1, 2019

**Parental signature is REQUIRED if you were required to submit parental information on the FAFSA.*

Disclaimers: If this form is not completed correctly, your financial aid will not be processed. Print Clearly. Unreadable forms will be considered incomplete and not processed.

WARNING: If you purposely give false information on this worksheet, you may be fined, be sentenced to jail, or both.

Faxed or emailed copies of this document are not permitted. Please submit this form in person or by mail with notary certification.

This document may be **hand carried** to either UDC campus:

Van Ness Campus, Building 39, Suite A-133 **or** Community College Campus, Lobby Level Rm. 118

or mailed (Notary Certification Required):
 UDC-Office of Financial Aid
 4200 Connecticut Ave. NW
 Building 39, Suite A-133
 Washington, DC 20008