

# 2017-18 Custom Verification Worksheet

## Virginia Union University

Your financial aid application was selected by the U. S. Department of Education for review in a process called verification. In this process, we are required by federal law (34 CFR, Part 668) to compare the information submitted on your FAFSA with the information provided on this form and with the 2015 IRS Tax Return Transcript information (if applicable). If there are differences between the documents that have been submitted, corrections may be needed. This is a 3 page document – please complete all pages.

***We cannot process any federal financial aid for you until verification has been completed. Please provide the required documents along with this completed form within 15 days of receipt of this request.***

### A. Student's Information

Student's Last Name	First Name	M.I.	Student's SSN
Student's Street Address (include apt. number)			Student's Date of Birth
City	State	Zip Code	Student's Email
Student's Daytime Phone Number (include area code)			

### B. High School Completion Status

In order for us to verify your high school completion status, we must have one of the following items on file in the Financial Aid Office. We will first attempt to retrieve the necessary document(s) from the Office of Admissions/Enrollment Management. If we cannot obtain the information from that office, the student will be required to provide the information to the Financial Aid Office.

- 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 General Educational Development (GED) certificate or GED transcript.
- 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.
- If State law requires a homeschooled 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.
- If State law does not require a homeschooled 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 or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a homeschool setting.

### C. Statement of Identity and Educational Purpose

As required by the Department of Education, a student must complete the Identity and Statement of Educational Purpose. Complete either option #1 at Virginia Union University Financial Aid Office or option #2 with a Notary.

#### Option #1

The student must appear in person at **Virginia Union University** to verify his or her identity by presenting 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 with the date it was received and the name of the official at the institution authorized to collect the student's ID. In addition, the student must sign, in the presence of the institutional official, the following:

Student's Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

**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 **Virginia Union University** for 2017-2018.

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

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

\_\_\_\_\_  
Institutional Official Date

**Option #2** – If the above named student is unable to appear at Virginia Union University to verify his or her identity, the above statement must be signed in the presence of a Notary. The student must verify his/her identity by providing a copy of a valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport.

**Notary's Certificate of Acknowledgement**

State of \_\_\_\_\_

City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_,  
Date Notary's Name

personally appeared, \_\_\_\_\_, and  
Printed name of signer, the student

provided to me on basis of satisfactory evidence of identification \_\_\_\_\_  
Type of government-issued photo ID provided

to be the above-named person who signed the foregoing instrument.

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

\_\_\_\_\_  
Notary signature

My commission expires on \_\_\_\_\_  
Date

Student's Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

## D. Certification and Signatures

The student and one parent or spouse (if the student is independent) must sign and date this worksheet. Each person signing this worksheet certifies that the information reported on this document is complete and correct.

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature or Spouse's Signature if dependent

\_\_\_\_\_  
Date

*The Financial Aid Office has the right to request any additional documentation needed to support any of the information provided on this worksheet.*

Submit the **ORIGINAL** worksheet and supporting documents to:

**Virginia Union University  
Financial Aid Office  
1500 North Lombardy Street  
Richmond, Virginia 23220  
Office phone: (804) 257-5882**