

V4

2023-2024 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 2021 IRS Tax Return information (if applicable). If there are differences between the documents that have been submitted, corrections may be needed. This is a 2-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 your 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. 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:

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 2023-2024.

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

C. Certification and Signatures

By signing this worksheet, you certify 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

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***