



2018-2019 Customized Verification Worksheet

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Independent Student

VCUI09

Your 2018-2019 FAFSA was selected for a review process called verification. Our office will confirm high school completion and verify your identity that was reported on the 2018-2019 FAFSA. You are required to complete the verification process within 14 business days. **Please note, your need based financial aid cannot be disbursed until the verification process is complete.** Our office will complete the verification process within 10 business days once all required documentation has been received.

A. Student Information

****Black Ink Only****

<hr/> Last Name	<hr/> First Name	<hr/> M.I.	<hr/> Student ID
<hr/> Address			<hr/> Email
<hr/> City	<hr/> State	<hr/> Zip	<hr/> Phone Number (include area code)

Please note the Office of Financial Assistance may request additional information to complete verification.

B. High School Completion Status

Please indicate which **one** of the following documents you will submit proving high school completion before the 2018-2019 academic year. **If you are unable to obtain the documentation listed, please contact the OFA.**

- A copy of the your high school diploma
- A copy of the your final official high school transcript showing your graduation date.
- A copy of the your General Education Development (GED) certificate or GED transcript that is acceptable for full credit toward a bachelor's degree.
- An academic transcript that indicates you successfully completed a two-year program (associates degree) 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 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.

D. Identity and Statement of Educational Purpose (To Be Signed at the Institution or Remotely)

The student **must appear in person** at the Office of Financial Assistance at the University of the Incarnate Word to verify his or her identity by presenting a 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:

OR
If the student is **unable to appear in person** at the University of the Incarnate Word. To verify his or her identity the student must provide a copy of a valid government-issued photo identification (ID) that is acknowledged in the notary statement below, such as but not limited to a driver's license, other state-issued ID, or passport must be presented and **signed by the notary at the same time the below statement is signed**. The original notarized Statement of Educational Purpose provided below:

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 the University of the Incarnate Word for 2018-2019.

Student's Signature: _____ Date: _____

Official's Signature: _____ Date: _____
(Official's Signature required only if completed at UIW)

Notary's Certificate of Acknowledgement (Only If Completed Remotely)

State of _____
City/County of _____
On _____, before me, _____
(Date) (Notary's Name)
Personally appeared, _____, and provided to me on basis of satisfactory
(Printed name of signer)
evidence of identification _____ to be the
(Type of government-issued photo ID provided)
above-named person who signed the forgoing instrument.

Witness my hand and official seal _____
(SEAL) (Notary's Name)
My commission expires on _____
(Date)

E. Certifications and Signatures

Each person signing below certifies that all of the information reported is complete and correct. The student must sign and date this form. Spouse's signature (if married) is optional. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail or both.**

Student's Signature (Required) Date

Spouse's Signature (Optional) Date