



2013-2014 FEDERAL VERIFICATION WORKSHEET
V4 & V5 Verification Group Additional Information

Your 2013–2014 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law states that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this institutional verification document, attach any required documents, and submit the form to us. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

A. Student's Information

Form with fields for Student's Last Name, First Name, M.I., Student's Identification (ID) Number, Student's Street Address (include apt. no.), Student's Date of Birth, City, State, Zip Code, Student's Email Address, Student's Home Phone Number (include area code), and Student's Alternate or Cell Phone Number.

B. High School Completion Status

Provide one of the following documents that indicate the student's high school completion status when the student will begin college in 2013–2014:

- List of requirements for high school completion status, including: 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.

If the student is unable to obtain the documentation listed above, he or she must contact the financial aid office.

C. Statement of Educational Purpose

The student must appear in person at the University of Charleston 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:

Student's Name: _____ SSN: _____

**Statement of Educational Purpose
(To Be Signed at the Institution)**

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 University of Charleston for 2013-2014.

(Student's Signature) _____ (Date)

(Student's ID Number)

**Identity and Statement of Educational Purpose
(To Be Signed With Notary)**

If the student is unable to appear in person at University of Charleston to verify his or her identity, the student must provide:

- (a) A copy of the 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; and
- (b) 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 University of Charleston for 2013-2014.

(Student's Signature) _____ (Date)

(Student's ID Number)

Notary's Certificate of Acknowledgement

State of _____

City/County of _____

On _____, before me, _____,
(Date) (Notary's name)

personally appeared, _____, and provided to me
(Printed name of signer)

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)