2018-2019 FEDERAL VERIFICATION WORKSHEET
DEPENDENT STUDENT-TRACKING GROUP V4

Your 2018-2019 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law states that before processing Federal Student Aid, we must 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 and your parent, whose information was reported on the FAFSA, must complete and sign this institutional verification document, attach any required documents, and submit the form to our office **as soon as possible**. We may ask for additional information at any time throughout this process. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

A. DEPENDENT STUDENT'S INFORMATION

_____   _____
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)   Student's Alternate or Cell Phone Number

B. HIGH SCHOOL COMPLETION STATUS
Provide <u>one</u> of the following documents that indicate the student's high school completion status when the student will begin college in 2018-2019:

- A copy of the student's high school diploma.
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A state certificate or transcript received by a student after the student passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination).
- 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.
- For a student who was homeschooled in a state where state law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a student who was homeschooled in a state where state law does not require the student to obtain a secondary school completion credential for homeschooling (other than high school diploma or its recognized equivalent), a transcript, or the equivalent, signed by the students parent/guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully complete a secondary school education in a homeschool setting.

C. STATEMENT OF EDUCATIONAL PURPOSE
The student must appear in person at the University of Charleston 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. *If you cannot appear in person to submit this worksheet, you will need to provide a copy of your government issued ID and this worksheet notarized by a public notary.*

Identity and Statement of Education Purpose
(To Be Signed at the Institution)

The student must appear in person at The University of Charleston to verify his or her identity by presenting an unexpired valid government-issued photo 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 Education Purpose provided below.

Identity and Statement of Education Purpose
(To Be Signed in the Presence of a Notary)

If the student is unable to appear in person at The University of Charleston to verify his or her identity, the student must provide to the institution:
   A. A copy of the unexpired valid government-issued photo 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.

Statement of Educational Purpose

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 The University of Charleston for 2018-2019.

_____   _____
(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 proved 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)

D. CERTIFICATION AND SIGNATURE

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sing and date.

_____ _____
(Print Student's Name)   (Student's ID Number)

_____ _____
(Student's Signature)   (Date)

_____ _____
(Parent's Signature)   (Date)