



2018-2019 FEDERAL VERIFICATION WORKSHEET
INDEPENDENT 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 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. INDEPENDENT STUDENT'S INFORMATION

Form with fields for Student's Last Name, First Name, M.I., Student's Identification (ID) Number, Student's Street Address, Student's Date of Birth, City, State, Zip Code, Student's Home Phone Number, Student's Email Address, 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 2018-2019:

- List of requirements for high school completion status, including: A copy of the student's high school diploma, secondary school leaving certificate, high school transcript, state certificate, academic transcript, and homeschooling credentials.

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.

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

\_\_\_\_\_  
(Print Student's Name)

\_\_\_\_\_  
(Student's ID Number)

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Spouse's Signature) \*Optional\*

\_\_\_\_\_  
(Date)