

Your 2021-2022 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. We are required by law to review selected FAFSA applications with actual tax documentation before disbursing federal student aid. If there are differences, your FAFSA information may need to be corrected. Complete ALL sections of this worksheet, attach all required tax documentation, and return to the Financial Aid Office promptly. Incomplete forms and missing tax documents will delay processing. Once verification is completed, there may or may not be changes to your financial aid award. You will be notified of any changes. **Failure to comply with this request will result in federal/state award(s) being cancelled.**

**A. Student Information**

Last Name	First Name	MI	Student ID or SSN #
Address (include apt. #)			Date of Birth
City	State	Zip Code	Phone Number

**B. High School Completion Status**

You must submit documentation of high school completion or its equivalent. Check the box of the document you will attach to this worksheet:

- Copy of the student's high school diploma.
- 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 the student after passing a State-authorized exam (GED test, HiSET, TASC or other State-authorized exam) that the State recognizes as the equivalent of a high school diploma.
- Academic transcript of a successfully completed two-year program acceptable for full credit toward a bachelor's degree.
- For students who completed secondary education in a foreign country, a copy of the Secondary School Leaving Certificate or other similar document.
- For a homeschooled student in a state where the law requires the 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.
- For a homeschooled student in a state where state law does NOT require the student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a transcript, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting.

**C. Statement of Educational Purpose**

The student will need to appear in person at the Financial Aid Office and present a government issued picture ID (such as a driver’s license, military ID, or passport) together with this completed verification worksheet. A Financial Aid representative will validate the statement below at the time of submission by maintaining a copy of your photo ID and by providing a signature and date. ***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.***

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational Purpose and that the  
(Print Student’s Name)  
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 2021-2022.

\_\_\_\_\_  
Student’s Signature Date Financial Aid Rep. Signature Date

**Notary’s Certificate of Knowledge (If you cannot appear in person)**

State of \_\_\_\_\_ City/County of \_\_\_\_\_ on \_\_\_\_\_

Before me, \_\_\_\_\_ personally appeared, \_\_\_\_\_  
(Notary’s Name) (Printed name of signer)

And provided to me on a 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** \_\_\_\_\_  
(Notary Signature) (Date commission expires)

**D. Certification and Signatures**

Each person signing this document certifies that all information reported on this form and any attachments to this form are complete and accurate.

\_\_\_\_\_  
Student Signature Date Spouse Signature (optional) Date