

Concordia University

2018-2019 Verification Worksheet 5

Your Free Application for Federal Student Aid (FAFSA) was selected for a review process called “verification.” In this process the Financial Aid Office will compare information you entered on your FAFSA with the information you submitted on this form. Please complete verification within two weeks of receiving the notification that you have been selected for verification. *Your financial aid will not be determined until all verification requirements are completed.* Failure to return the requested documentation before the end of your term of enrollment will result in cancellation of your aid.

What to do:

1. Complete sections 1-4. Make sure to read all instructions as errors can delay the processing of your financial aid. **Leaving questions unanswered WILL result in an incomplete and returned form.** You may need to answer “0” or “N/A” for some questions.
2. Make arrangements to sign section 5 (Identity and Statement of Educational Purpose) in front of a Concordia Financial Aid Administrator or Center Director. This requires having a valid government issued photo ID with you at the time of signing. **IF YOU ARE UNABLE TO APPEAR IN PERSON AT CONCORDIA UNIVERSITY, YOU WILL NEED TO MAKE ARRANGEMENTS TO SIGN THE VERIFICATION WORKSHEET, APPENDIX A IN FRONT OF A NOTARY.**
3. Mail the completed verification worksheet and, if necessary, Appendix A to the Concordia University Financial Aid Office. **YOU MUST SUBMIT THE ORIGINAL VERIFICATION WORKSHEET – NO FAXES OR EMAILS WILL BE ACCEPTED.**

Section 1. Student Information

Name: _____ Student ID Number: F00 _____
 Address: _____ Date of Birth: _____
 City, State, Zip: _____ Phone Number: _____

Section 2. Family Information

Write the names of all family members who currently receive more than 50% of their support from either you or your parents. **Dependent** students should list their **parents** and their parents’ other *dependent* children. **Independent** students should list their spouse and their *dependent* children. If you need more space please attach a separate page. This also includes other persons who are supported at least 50% and live in the household. Please write in the name of the college for any family member, **excluding your parent(s)**, who will be attending college at least half-time between July 1, 2018 and June 30, 2019, and will be enrolled in a degree or certificate program.

Full Name	Age	Relationship	College
		Self	Concordia University

Section 3. High School Completion Status

Provide one of the following documents that indicate the student’s high school completion status to the financial aid office:

- 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.

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Student Name: _____ Student ID: F00 _____

Section 4. Tax Forms and Income Information: Student

STUDENT:

Yes, I did file a 2016 Federal Tax Return and utilized the IRS Data Retrieval Tool on my FAFSA. *If yes, continue section 4.*

OR

Yes, I did file a 2016 Federal Tax Return and will submit a signed copy of my 2016 Federal 1040 Form.

No, I did not file a 2016 Federal Tax Return.

→ I have not filed and am not required to file a 2016 income tax return. *If no, please remain in Section 3 and continue reviewing the information directly below.*

BOTH Dependent and Independent Students:

→ Please submit all 2016 W-2 forms and other earning statements. If no W-2 provided, fill out the information requested below.

○ Total income earned in 2016 \$ _____

○ Source: _____

ONLY Independent Students:

→ Please submit a copy of your Verification of Non-filing Letter. Instructions on how to obtain can be found on www.cuw.edu

Section 4. Tax Forms and Income Information: Parent

PARENT:

Yes, I/we did file a 2016 Federal Tax Return and utilized the IRS Data Retrieval Tool on my student's FAFSA. *If yes, proceed to section 5.*

OR

Yes, I did file a 2016 Federal Tax Return and will submit a signed copy of my 2016 Federal 1040 Form.

No, neither parent filed a 2016 Federal Tax Return.

→ I have not filed and am not required to file a 2016 income tax return. *If no, please remain in Section 3 and continue reviewing the information directly below.*

ONLY Dependent Students' Parents

→ Please submit all 2016 W-2 forms and other earning statements. If no W-2 provided, fill out the information requested below.

○ Total income earned in 2016 \$ _____

○ Source: _____

AND

→ Please submit a copy of your Verification of Non-filing Letter. Instructions on how to obtain can be found on www.cuw.edu

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Student Name: _____ Student ID: F00 _____

Section 5. Identity and Statement of Education Purpose

The below statement must be signed in front of a Concordia University financial aid administrator or Center Director. Students must also present a valid government issued photo ID at the time of signing.

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

The student must appear in person at Concordia University to verify his or her identity by presenting an unexpired 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 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 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 Concordia University for 2018-2019.

(Student's Signature)

(Date)

Section 6. Certification

By signing this worksheet, I (we) certify that all the information reported above is complete and true to the best of my (our) knowledge and belief.

Student's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____
(Dependent Student's only)

Office use only

Verification of signature for Statement of Educational Purpose and verification of match to government issued photo ID.

Financial Aid Administrator/Center Director Name printed

Date

Financial aid Administrator/Center Director signature

Attach copy of unexpired government issued photo ID