

Concordia University

2021-2022 Verification Worksheet 4

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.* If the requested documentation is not returned before the end of the term, you **WILL NOT** be eligible for Federal, State, or Institutional aid.

What to do:

1. Complete sections 1 & 2. 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 3 (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 AND A SEPARATE APPENDIX (APPENDIX A) IN FRONT OF A NOTARY. APPENDIX A CAN BE FOUND ONLINE AT: <https://www.cuw.edu/admissions/financial-aid/forms.html>**
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 – FAXES OR EMAILS WILL NOT BE ACCEPTED.**

Section 1. Student Information

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

Section 2. 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.
- For students who completed secondary education in a foreign country, a copy of the “Secondary School Leaving Certificate” or other similar document.

(Continued on next page) →

Student Name: _____ Student ID:F00_____

Section 3. Identity and Statement of Education Purpose

The below statement **must** be signed in front of a Concordia University financial aid administrator or Center Director. If you are unable to appear in person at Concordia, PLEASE SEE Page 1 “What to do” #3

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 2021-2022.

(Student’s Signature)

(Date)

Section 4. 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. (TYPED SIGNATURES WILL NOT BE ACCEPTED – WET SIGNATURES OR DIGITAL ONLY. YOU MAY USE ADOBE OR KOFAX AS THESE SIGNATURES WILL SHOW DATE AND TIME STAMP)

Student’s Signature: _____ Date: _____

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

****Attach a copy of unexpired government issued photo ID****

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

Concordia University

Verification Worksheet Appendix A

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

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

- (a) A copy of the unexpired valid government-issued photo identification (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
(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 2021-2022.

(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 the basis of satisfactory evidence of identification _____

(Type of unexpired 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)