

# Concordia University

## 2021-2022 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.* 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:

- 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.
- 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>**
- 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. 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: 1) Themselves 2) Parent(s) 3) Parents’ other *dependent* children. This also includes other persons who are supported at least 50% and live in the household. If you need more space please attach a separate page. 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, 2021 and June 30, 2022, and will be enrolled in a degree, diploma, or certificate program. **Independent** students should list their spouse and their *dependent* children.

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.

(Continued on next page) →

Student Name: \_\_\_\_\_ Student ID:F00 \_\_\_\_\_

**Section 4a. Tax Forms and Income Information: Student****STUDENT:**

- Yes**, I did file a 2019 Federal Tax Return and utilized the IRS Data Retrieval Tool on my FAFSA. *If yes, continue with section 4b.*

**OR**

- Yes**, I did file a 2019 Federal Tax Return. I will submit a **signed** 2019 IRS Tax Return Transcript(s) OR a **signed** copy of the 2019 Federal Income Tax Return and applicable schedules.

- No**, I did not file a 2019 Federal Tax Return (if no, continue below.)

**ALL Students:**

- Total income earned in 2019 \$ \_\_\_\_\_ (If no income earned, please enter "0")
- Source: \_\_\_\_\_

Please submit all **2019 W-2 forms and other earning statements**. If more space is needed, provide a separate page with the student's name & ID at the top of the page.

**ONLY Independent Students:**

Provide the IRS Verification of Non-filing Letter dated on/after 10-1-2020. If you are unable to provide the IRS documentation, please submit the Verification of Non-filing Letter found on Concordia's website.

**Section 4b. Tax Forms and Income Information: Parent****PARENT:**

- Yes**, I/we did file a 2019 Federal Tax Return and utilized the IRS Data Retrieval Tool on my student's FAFSA. *If yes, proceed to section 4.*

**OR**

- Yes**, I did file a 2019 Federal Tax Return. I will submit a **signed** 2019 IRS Tax Return Transcript(s) OR a **signed** copy of the 2019 Federal Income Tax Return and applicable schedules.

- No**, neither parent filed a 2019 Federal Tax Return.

→ I have not filed and am not required to file a 2019 income tax return. *If no, please remain in Section 3 and continue reviewing the information directly below.*

**ONLY Dependent Students' Parents**

- Total income earned in 2019 \$ \_\_\_\_\_ (If no income earned, please enter "0")
- Source: \_\_\_\_\_

Please submit all **2019 W-2 forms and other earning statements**. If more space is needed, provide a separate page with the student's name & ID at the top of the page.

**AND**

→ Provide the IRS Verification of Non-filing Letter dated on/after 10-1-2020. If you are unable to provide the IRS documentation, please submit the Verification of Non-filing Letter found on Concordia's website.

**(Continued on next page) →**

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. 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)

**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. (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 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)