



2019-2020 Verification Worksheet (V4)

Your application was selected by the U.S. Department of Education for review in a process called "Verification". The Office of Financial Aid must compare your FAFSA with the information you provide on this worksheet and other financial documents. If there are differences between your application information and the documents you submit, your application may need to be corrected. **The Office of Financial Aid cannot make any federal financial aid payments available to you or process a student loan request until all verification requirements have been met and the necessary corrections have been made.**

Next Steps

1. Complete the IRS Data retrieval through FAFSA on the Web. (Visit our website mountsaintvincent.edu/verification for more information). If you cannot use the IRS Data Retrieval Tool, you may order a **TAX RETURN TRANSCRIPT** from the Internal Revenue Service online at irs.gov/transcript or by phone at 1-800-908-9946. Obtain a **2017 Federal IRS Tax Return Transcript** and **W-2 forms** for yourself, your spouse (if married) or your parents/step-parent (if dependent)
2. Complete all sections and sign this worksheet.
3. Return the completed PDF and all requested documents to the Office of Financial Aid at financial.aid@mountsaintvincent.edu.

A. Student Information (Please Print)

Last name First name M.I.

CMSV ID #

Address (include apt. #)

Date of Birth (mm/dd/yyyy)

City State Zip Code

Phone # (include area code)

B. High School Completion

Provide **ONE** of the following documents that indicate the student's high school completion status:

- A copy of the **official high school transcript**. Must have the graduation date.
- A copy of the student's **GED certificate** or **GED transcript**.
- If home schooled, provide a **copy of the credential** if state law requires a home schooled student to obtain a secondary school completion other than a high school diploma or recognized equivalent.
- If home schooled and the state law does not require a home schooled student to obtain a secondary school completion credential. Provide a transcript or the equivalent signed by the students' parent or guardian that lists the secondary school courses the student completed and the documents the successful completion of a secondary school education in a homeschool setting.*



C. Identity and Statement of Educational Purpose

Students have to provide proof of his/her Identity by by presenting a valid government-issued photo identification (ID) such as, but not limited to, a driver's license, other state-issued ID, or passport. You may choose option **A or B**.

A. You may provide the proof by bringing the original document to the Office of Financial Aid.

or

B. You may provide a copy of the valid government-issued photo identification that is acknowledged with the notary statement below.

Notary's Certificate of Acknowledgement

State of _____ City/County of _____

On (date), _____, before me (notary name), _____

personally appeared (student name) _____, and provided to me on the basis of

satisfactory evidence of identification (type of ID) _____ to the above-named person who signed the foregoing instrument.

WITNESS my hand and official _____ Notary Signature _____

Seal

Statement of Educational Purpose

The student must sign, in the presence of the institutional official, the following:

I certify that I _____ am the individual signing this Statement of Student's Name [print] 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 College of Mount Saint Vincent for 2018-19.

Student Signature

Date

D. Certification

By signing this worksheet, I [we] certify that all the information reported on this worksheet is complete and correct. If dependent, *at least one parent must sign*. **Warning: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

Student Signature

Date

Parent Signature (dependent student) or Spouse Signature

Date

Please save and print this form once you have filled it out.

Office Use Only

Verification completed by: _____
Authorized Signature Date