

**2019-20 Verification Worksheet – Form 4**

Student ID Number: S \_\_\_\_\_

Student Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

***Form must be completed in blue or black ink. Failure to accurately complete this form may result in a delay of processing or change of financial aid eligibility. Additional documentation may be requested. Read instructions carefully before completing.***

**Section 1: High School Completion Status**

Please submit documentation to verify you have completed a high school education. Acceptable documentation can include:

- A high school diploma or a copy of an official high school transcript. Transcripts must verify graduation completion date
- GED certificate or transcript
- A transcript that indicates that you have successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree at any participating school
- Home school credential or transcript
- If high school completed in foreign country, a copy of the "secondary school leaving certificate" or similar document

Type of documentation submitted: \_\_\_\_\_

Designated institutional official: \_\_\_\_\_  
(School official's printed name)**Section 2: Identity****MUST BE COMPLETED & SIGNED AT THE FINANCIAL AID OFFICE**

**If unable to appear in person at the Financial Aid Office, you must complete this section with a notary**

You must appear in person at \_\_\_\_\_ Financial Aid Office to verify your  
(Name of institution)

identity by presenting a valid unexpired 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 your photo ID.

Type of documentation submitted: \_\_\_\_\_

Designated institutional official: \_\_\_\_\_  
(School official's printed name)

Student ID Number: S \_\_\_\_\_

**Section 3: Statement of Educational Purpose**

**MUST BE COMPLETED & SIGNED AT THE FINANCIAL AID OFFICE**

**If unable to appear in person at the Financial Aid Office, you must complete this section with a notary**

In addition, you must sign, in the presence of the institutional official, the following:

I certify that I \_\_\_\_\_ am the individual signing this  
 (Student's printed 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  
 \_\_\_\_\_ for 2019-2020.  
 (Name of institution)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Notary Section Instructions: Please Read**

This section should only be completed if you are unable to appear in person at the institution with a designated official. This form (the original on which the seal is visible) should be mailed to the Financial Aid Office at your institution along with the copy of the government-issued identification and high school documentation.

**Notary's Certificate of Acknowledgement**

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

On \_\_\_\_\_, before me \_\_\_\_\_  
 (Date) (Notary's name)

Personally appeared \_\_\_\_\_ and proved to me on the basis of  
 (Printed name of signer)

Satisfactory evidence of Identification \_\_\_\_\_ to be the above-named  
 (Type of unexpired government-issued ID provided)

Person who signed the foregoing instrument.

My commission expires on \_\_\_\_\_, 20\_\_\_\_\_

Notary (Print): \_\_\_\_\_

Notary (Signature): \_\_\_\_\_

(Seal)