



Verification Worksheet Independent Student V5

Your Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and a parent whose information was reported on the FAFSA must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

A. Student Information

Last Name	First Name	MI	Student ID Number
Address (include apt. #)		Date of Birth	
City	State	Zip Code	Phone Number
Email Address			

B. Family Information

Complete this chart with information about your family members. Include yourself, your spouse, and your dependent children if they will receive more than half of their support from you between July 1, 2017 and June 30, 2018. Do not include children for whom you provide child support. Use a separate sheet if necessary.

Full Name	Age	Relationship to you	If this person will attend college 6 hours or more in 2017-2018 write college name here
		SELF/STUDENT	

C. Food Stamps (SNAP- Supplemental Nutrition Assistance Program)

- I **did not** receive Food Stamps (snap) in 2015 or 2016.
- I **did** receive Food Stamps (snap) in 2015 or 2016 (documentation may be required).

D. Child Support Paid Did you or your spouse pay child support in 2015? If yes, you must complete the chart below. You will need to provide documentation for this if asked.

Name of person who paid child support	Name of person to whom child support was paid	Name of child for whom child support was paid	Amount of Child support paid in 2015

E. Students 2015 Income/Tax information

If you are married and you and your spouse filed separate 2015 tax returns, you must submit tax return information for **both** you and your spouse.

1. Tax return filers: Complete this section if you filed or will file a 2015 income tax return with the IRS. Check the box that applies:

I will submit a 2015 IRS tax return transcript or signed copy of my tax return to Southern Virginia University. I understand that verification cannot be completed until the tax information has been received and evaluated.

To obtain an IRS tax return transcript, go to www.irs.gov and click on the "Order a Return or Account Transcript" link, or call 800-908-9946. Make sure to request the "IRS tax return transcript" and **NOT** the "IRS tax account transcript." You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when your 2015 IRS tax return was filed)

2. Tax return non-filers: Complete this section if you (and, if married, your spouse) will not file and are not required to file a 2015 income tax return with the IRS.

Check which statement is true

I was not employed and had no income earned from work in 2015- ***If you had no income, or minimal income, during 2015, you must document your means of support.***

Submit a statement and any documentation related to your income for 2015 with this for verification.

I was employed in 2015 but was not required to file a tax return. Listed below are the names of all employers, the amount earned from each employer, and whether an IRS W-2 is attached. If you have any W2's they must be attached. List every employer even if you did not receive a W-2

Employers Name	2015 Amount Earned	W-2 Attached

F. High School Completion Status

Provide **ONE** of the following documents that indicate your high school completion status when you will begin college in 2017–2018. Please check the box of the documentation included:

- A copy of the your high school diploma
- A copy of your final official high school transcript that shows the date when the diploma was awarded
- A copy of the your General Educational Development (GED) certificate or GED transcript
- An academic transcript that indicates you 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.

If you are unable to obtain the documentation listed above, you must contact the financial aid office.

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

The student must appear in person at Southern Virginia University to verify his or her identity 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. The institution will maintain a copy of the student's photo ID that is annotated with the date it was received and the name of the official at the institution authorized to collect the student's ID.

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

Statement of Educational Purpose

I certify that I _____ am the individual signing this

Print your 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 Southern Virginia University for 2017–2018.

Student's Signature

Date

Student ID #

H. If you are unable to sign the above document at the school please have this one notarized and send it to the school.

Notary's Certificate of Acknowledgement

State of _____

City/County of _____

On _____, before me, _____

(Date)

(Notary's name)

personally appeared, _____, and provided to me

(Printed name of signer)

on basis of satisfactory evidence of identification _____

(Type of 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)

Please return this worksheet to Student Financial Services, One University Hill Drive, Buena Vista VA 24416 or Fax to: 540-266-3840. If you have questions, please contact our office at 540-261-8405 or email us at student.finances@svu.edu. Until Verification is complete your financial aid is tentative and cannot be released.