

2017–2018 Verification Worksheet
*Independent Student-Group 4***A. Student's Information**

Last Name	First Name	M.I.	Redlands ID or SSN
<hr/>			
Street Address (include apt. no.)	City	State	Zip Code
<hr/>			
Date of Birth			Telephone Number w/ Area Code

B. Student's High School Completion Status

Instructions: Provide one of the following documents below that indicate the student's high school completion status when the student will begin college in 2017-2018. **If you are unable to obtain the documentation listed below, you must contact Student Financial Services.**

Check the box of the document you will attach to this worksheet:

- ☐ 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, an official GED transcript that indicates the student passed the exam, or a state-authorized high school equivalent certificate
- ☐ For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document
- ☐ 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
- ☐ For a homeschooled student from a state where state law requires the 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
- ☐ For a homeschooled student from a state where state law does not require the 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 includes a statement that the student successfully completed a secondary school education in a homeschool setting

C. Documentation of Identity/Statement of Educational Purpose

THIS SECTION MUST BE COMPLETED IN THE PRESENCE OF A SCHOOL OFFICIAL

If you cannot appear in person to submit this worksheet, you will need to mail a copy of your valid unexpired government issued ID along with this worksheet notarized by a public notary.

Statement of Educational Purpose

I certify that I _____ am the individual signing this Statement of Educational Purpose
(Print Student's Name)
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 the 2017-2018 Academic Year.
(Name of Postsecondary Educational Institution)

Print to Sign

(Student's Signature)

(Date)

(Please print this section to complete with Notary if the section above is not completed in person)

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 satisfactory evidence of
(Printed name of Notary)

identification _____ signed the foregoing instrument.
(Type of valid unexpired government-issued photo ID provided)

WITNESS my hand and official seal _____
(Seal) (Notary signature) (Date commission expires)

D. Certification and Signatures

I (We) certify that all information reported on or submitted with this form is complete and correct to the best of our knowledge. I (We) understand that if I (we) purposefully give false or misleading information to qualify for financial aid, I (we) may be subject to prosecution, which may result in a fine, a prison sentence, or both.

The student must sign and date.

Student's Signature Print to Sign _____
Date

Spouse's Signature (Optional) _____
Date

Student's Email Address

FOR OFFICE USE ONLY:

Student presented one of the following unexpired form of ID:

- ☐ State Driver's License or Identification Card
☐ U.S. Passport
☐ Military ID Card

School Official Printed Name: _____

School Official Signature: _____

Date: _____

Frequently Asked Questions about Verification

What is verification and why do I have to do it?

Verification is one form of financial aid “quality control.” The process enables Student Financial Services to *verify* the accuracy of the information that you provided on your application for financial assistance. The United States Department of Education (DoED) selects you to complete the verification process. Some students are selected every year and some are never selected at all. In some cases, the University of Redlands may institutionally select students to complete the process.

Do I really have to complete the verification process?

YES! Regardless of how or why you were selected, you must complete the verification process in full if you wish to receive any financial aid. Scholarships and grants will not be credited to your student account until verification is completed. In addition, loans will not be processed and you will not be allowed to begin a Federal Work Study job.

How long do I have to complete the verification process?

To expedite your financial aid package, you should respond as soon as possible. Your financial aid will not be finalized until the verification process is complete. It is your responsibility to ensure that your verification paperwork is returned to Student Financial Services in a timely manner.

PLEASE NOTE: *Students who do not complete verification before the start of classes will have the federal and state portions of the package temporarily canceled. Students will be responsible for financing the entire semester balance until the verification is completed. Once verification is complete and eligibility determined, the federal and state portions of financial aid will be reinstated or adjusted if applicable.*

What does my verification “group” mean?

The Department of Education has implemented verification groups V1-V6. Please refer to your verification letter for a list of the documents that you must provide for your verification group, as each group has distinct requirements. If you have further questions please contact Student Financial Services.

I am a high school senior and I do not have documentation showing my high school completion status. What will happen to my financial aid file in the meantime?

Your financial aid package will remain “tentative” and will only be finalized after you are able to provide your final high school transcript or copy of your official high school diploma.

I attend a satellite campus. Can I complete my Statement of Education Purpose at my assigned campus?

Yes. Authorized University of Redlands school officials can witness you complete your Statement of Educational Purpose. Please have your school official mail your verification worksheet along with all supporting documents to our main campus.