FAFSA VERIFICATION PROCESS – 4 STEPS YOU NEED TO KNOW!

1

- **How will I know if I am selected for verification?**

You may be selected for verification either by the federal processor or by the Office of Financial Aid and Scholarship Office of your college or university. If you are selected for verification by the federal processor, there will be an asterisk next to your Expected Family Contribution (EFC) on your Student Aid Report (SAR). You will also be informed of having been selected for verification in the SAR acknowledgment letter, which will be included with your SAR documents. Students and families should realize that just because you're selected for verification, it's not an indication that you've done anything wrong, all they're doing is just confirming that the numbers on the FAFSA match up with original documentation.

If you are selected for verification by your college or university, you will be notified on the first page of your award letter if you are a new student, and/or an email will be sent to your student email account if you are a continuing student. Both notifications will inform you of this selection and instruct you to go to your student account and view your financial aid information for a listing of the requirements. You can be selected for verification at any time during the academic year so it is very important that you check your email and your email on a regular basis.

2

- **Why was I selected for Verification?**

The main reasons for being selected for verification include that you were chosen randomly, the FAFSA you submitted was incomplete, your FAFSA contains estimated information or the data you provided on the FAFSA is inconsistent. Verification is a federal regulation. Students who are selected for verification are not being punished; rather, verification prevents ineligible students from receiving aid by reporting false information and ensures that eligible students receive all of the aid for which they are qualified.

3

- **What do I have to submit and where do I send it?**

Once you are selected for verification all requirements will be added to your student account.

Dependent Students

1. Copy of student's and parent's federal income tax transcript (for the tax year prior to the current aid year).
2. Dependent verification worksheet from your college.
3. Parent asset worksheet from your college (if business income, investments and/or rental property is listed on tax transcripts).

Independent Students

1. Student's (and spouse's, if applicable) federal income tax transcript.
2. Independent verification worksheet from your college.

Please note that additional documentation may be requested from your college or university. If additional documents are requested, an email will be sent to your student email address. It is your responsibility to check your requirements and submit all documentation to the Financial Aid Office by the due date listed for your college or university.

4

- **What happens once I submit my documents?**

Once you submit the documents to your college or university's office, you can continue to check the status of your documents by going to your student account. If they have received your documents, the status will go from "Unsatisfied" to "Document Received and Not Yet Reviewed." Once the document is reviewed the status will be updated to the appropriate status: "Received Incomplete" "Waived" or "Received/Reviewed or Processed." If the requirement is incomplete, you will receive an email explaining what was incomplete and how it can be resolved. It is important you check the status of your requirements on your student account so you can make sure they all verification documents have been "Received/Reviewed or Processed." After the verification process is complete, you will receive an email informing you that you have a **revised award package** available. This will only occur if your college or university makes a change to your financial aid package (based on the additional documents requested).