



## 2017-2018 VERIFICATION WORKSHEET V4 – CUSTOM VERIFICATION GROUP

We've reviewed your 2017–2018 Free Application for Federal Student Aid (FAFSA) and your application was selected for a review process called “**verification**”. The law states that before awarding Federal Student Aid, we must confirm the information you reported on your FAFSA.

To verify that you provided correct information the Humphreys University Financial Aid Department must compare your FAFSA with the information provided on this worksheet and with any other required documents. If there are differences found during our review, your FAFSA information may need to be corrected. You must complete and sign this worksheet.

### NOTICE ABOUT OBTAINING INFORMATION

Authority to request and review information for Federal Student Aid is provided under the financial program rules (34 CFR, Part 668).

### A. Student Information

**Check One:**  New/Returning New Student  Continuing Student

\_\_\_\_\_  
Last Name First Name M.I.

\_\_\_\_\_  
Permanent Mailing Address (include apt. no.)

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Day Time Phone Number Check one:  Home  Cell

H U O \_\_\_\_\_

SID#  
XXX - XX- \_\_\_\_\_

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Alternate Phone Number

### B. High School Completion Status

**1. Have you provided official high school completion or the equivalent to the Humphreys University Registrar? Check Only One**

- I **HAVE** previously submitted proof of official high school completion or the equivalent to the Humphreys University Registrar Office, Room 10.
- I **HAVE NOT** submitted proof of official high school completion or the equivalent and will submit this information to the Humphreys University Registrar by: \_\_\_\_/\_\_\_\_/\_\_\_\_ (enter date).

**2. Please check which of the following high school completion is either on file or being submitted to the Humphreys University Registrar. Check Only One**

- Official high school transcript that shows the date when the diploma was awarded.
- Official certificate or transcript that shows you passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination).
- Official academic transcript of 60 semester or 90 quarter units at the baccalaureate level.
- For students who completed secondary education in a foreign country, a copy of the “secondary school leaving certificate” or other similar document acceptable by the Humphreys University Registrar.  
Credential for homeschooled in the state of \_\_\_\_\_ that requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent).
- Credential for homeschooled in the state of \_\_\_\_\_ that does not require the student to obtain a secondary school completion credential for homeschooling (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.

Please note, your Financial Aid will not be processed until the Financial Aid Department can confirm you completed high school or its equivalent by when you begin in University for the 2017-18 award year.

## C. Identity and Statement of Educational Purpose

# IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE (ENGLISH)

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

The student must appear in person at Humphreys University Financial Aid Office to  
(Name of Postsecondary Educational Institution)

verify his or her identity by presenting an unexpired 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 by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

### Identity and Statement of Educational Purpose (To Be Signed in the Presence of a Notary)

If the student is unable to appear in person at Humphreys University Financial Aid Office  
(Name of Postsecondary Educational Institution)

to verify his or her identity, the student must provide to the institution:

- (a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; and
- (b) The original Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

### Statement of Educational Purpose

I certify that I \_\_\_\_\_ am the individual signing  
(Print Student's Name)

this 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

Humphreys University for 2017 - 2018.  
(Name of Postsecondary Educational Institution)

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student's ID Number)

#### For Financial Aid to Complete:

The student has signed this form in my presence and the student has presented a unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport to verify his or her identity. I have made a copy of this document, annotated the identification with the student's ID, date it was received, and attached the documentation to this form.

Financial Aid Staff Name: \_\_\_\_\_ Title: \_\_\_\_\_

Financial Aid Staff Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



# IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE (SPANISH)

## Verificación de Identidad y Declaración de Propósito Educativo (Para ser firmadas en la institución)

El estudiante debe comparecer en persona en Humphreys University Financial Aid Office para  
(Nombre de la institución educativa postsecundaria)

verificar su identidad mediante la presentación de una identificación con fotografía (ID) válida emitida por el gobierno que no haya expirado, como una licencia de conducir, otro tipo de identificación emitida por el estado o pasaporte, entre otros. La institución conservará una copia de la identificación con fotografía del estudiante en la cual se anotará la fecha en la que se recibió y revisó, y el nombre del funcionario de la institución autorizado a recibir y revisar las identificaciones de los estudiantes.

Además, el estudiante debe firmar, en presencia del funcionario de la institución, la Declaración de Propósito Educativo proporcionada a continuación.

## Verificación de Identidad y Declaración de Propósito Educativo (Para ser firmadas en la presencia de un notario)

Si el estudiante no es capaz de comparecer en persona en Humphreys University Financial Aid Office  
(Nombre de la institución educativa postsecundaria)

para verificar su identidad, el mismo debe proporcionar a la institución:

- (a) una copia de la de identificación con fotografía (ID) válida emitida por el gobierno que no haya expirado, que se reconoce en la declaración del notario que aparece a continuación, o que se presenta ante un notario, como una licencia de conducir, otro tipo de identificación emitida por el estado o pasaporte, entre otros; y
- (b) la Declaración de Propósito Educativo original proporcionada a continuación debe ser notarizada. Si la declaración del notario aparece en una página separada de la Declaración de Propósito Educativo, se debe indicar de manera clara que la Declaración de Propósito Educativo era el documento notarizado.

## Declaración de Propósito Educativo

Certifico que yo, \_\_\_\_\_, soy el individuo que firma esta  
[Imprimir nombre del estudiante]

Declaración de Propósito Educativo, y que la ayuda financiera federal estudiantil que yo pueda recibir sólo será utilizada para fines educativos y para pagar el costo de asistir a Humphreys University para 2017–2018.  
[Imprimir nombre de institución educativa postsecundaria]

\_\_\_\_\_  
[Firma del estudiante]

\_\_\_\_\_  
[Fecha]

\_\_\_\_\_  
[Número de identificación del estudiante]

### For Financial Aid to Complete:

The student has signed this form in my presence and the student has presented a n unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport to verify his or her identity. I have made a copy of this document, annotated the identification with the student's ID, date it was received, and attached the documentation to this form.

Financial Aid Staff Name: \_\_\_\_\_ Title: \_\_\_\_\_

Financial Aid Staff Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



# NOTARY'S CERTIFICATE OF ACKNOWLEDGEMENT

State of \_\_\_\_\_

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

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

personally appeared, \_\_\_\_\_, and proved to me  
(Printed name of signer)

on basis of satisfactory evidence of identification \_\_\_\_\_  
(Type of unexpired 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)



## D. Certification and Signature(s)

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sent to prison, or both.**



\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



\_\_\_\_\_  
Parent Signature (required for dependent student)

\_\_\_\_\_  
Date

