

Your 2020–2021 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 and your parents reported on your FAFSA. To verify that you provided correct information, the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

**A. Dependent Student’s Information**

Student’s Last Name	Student’s First Name	Student’s M.I.	Student’s ID Number
Student’s Street Address (include apt. no.)			Student’s Date of Birth
City	State	Zip Code	Student’s Email Address
Student’s Home Phone Number (include area code)			Student’s Alt or Cell Phone Number

**B. Dependent Student’s Family Information**

List below the people in your parent(s) household. **Include:**

- **Yourself and your parent(s)/stepparent** (legal parents who live together must both be reported, regardless of marital status) even if you don’t live with your parent(s).
- **Your parent(s) other children** if your parent(s) will provide more than half of their support from July 1, 2020, through June 30, 2021, or if the other children would be required to provide parental information if they were completing a FAFSA for 2020–2021. Include children who meet either of these standards, even if they do not live with your parent(s). Do not include foster children.
- **Other people** if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2021.

Full Name	Age	Relation ship	College*	Will be Enrolled at Least Half-Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>USA University</i>	<i>Yes</i>
		<i>Self</i>	<i>Columbia International University</i>	

**\*Include** the name of the college for any household member, excluding your parent(s), who will be enrolled, at least half-time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2020, and June 30, 2021. *If more space is needed, attach a separate page with the student’s name and ID# at the top.*

### C. Student Income Information

#### Tax Filers

Check the box that applies:

- The student has filed a 2018 IRS Income Tax Return AND has used the IRS DRT in *FAFSA on the Web* to transfer 2018 IRS Income tax return information into the student's FAFSA.
- The student has filed a 2018 IRS Income Tax Return AND has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2018 IRS income tax return information into the student's FAFSA once the 2018 IRS income tax return has been filed.
- The student has filed a 2018 IRS Income Tax Return, BUT is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2018 IRS Tax Return Transcript**. (Signature not required)

A **2018 IRS Tax Transcript** may be obtained through:

- Online Request - Go to [www.irs.gov](http://www.irs.gov), under the Tools heading on the IRS homepage, click "Get a Tax Transcript online or by mail." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- Telephone Request – 1-800-908-9946
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T

\_\_\_ Check here if a **2018 IRS Tax Return Transcript** is provided.

\_\_\_ Check here if a **2018 IRS Tax Return Transcript** will be provided later (verification cannot be completed until this form is received in our office).

#### Non-Tax Filers

Check the box that applies:

- The student did not file a 2018 IRS Income Tax Return, was not employed and had no income earned from work in 2018.
- The student did not file a 2018 IRS Income Tax Return, and was not required to file.
  - List below the names of all employers, the amount earned from each employer in 2018, and whether an IRS W-2 form is provided.
  - List every employer even if the employer did not issue an IRS W-2 form.
  - If more space is needed, provide a separate page with the student's name and ID number at the top.
  - **Provide copies of all 2018 IRS W-2 forms issued to the student by employers.**

Employer's Name	2018 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

## D. Parent Income Information

**NOTE: The instructions below apply to each parent/step-parent in the household (both legal parents who live together must report, regardless of marital status).** Notify the financial aid office if the parents filed separate IRS income tax returns for 2018 or had a change in marital status after the end of the 2018 tax year on Dec. 31, 2018.

### Tax Filers

*Check the box that applies:*

- The parents have filed a 2018 IRS Income Tax Return AND have used the IRS DRT in *FAFSA on the Web* to transfer 2018 IRS Income tax return information into the student’s FAFSA.
- The parents have filed a 2018 IRS Income Tax Return AND have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2018 IRS income tax return information into the student’s FAFSA once the 2018 IRS income tax return has been filed.
- The parents have filed a 2018 IRS Income Tax Return AND are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2018 IRS Tax Return Transcript(s)**. (Signature not required)

\_\_\_ Check here if a **2018 IRS Tax Return Transcript** is provided.

\_\_\_ Check here if a **2018 IRS Tax Return Transcript** will be provided later (verification cannot be completed until this form is received in our office).

A **2018 IRS Tax Transcript** may be obtained through:

- Online Request - Go to [www.irs.gov](http://www.irs.gov), under the Tools heading on the IRS homepage, click “Get a Tax Transcript online or by mail.” Make sure to request the “IRS Tax Return Transcript” and NOT the “IRS Tax Account Transcript.”
- Telephone Request – 1-800-908-9946
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T

### Non-Tax Filers

All non-tax filers chosen for verification are required to order a Verification of Non-filing Letter from the IRS and provide this document for our Financial Aid Office. This can be ordered on the IRS website: <https://www.irs.gov/individuals/tax-return-transcript-types-and-ways-to-order-them>

*Check the box that applies:*

- Neither parent/step-parent filed a 2018 IRS Income Tax Return, neither parent was employed and had no income earned from work in 2018.
- Neither parent/step-parent filed a 2018 IRS Income Tax Return, and was not required to file. If one or both parents were employed in 2018.
- List below the names of all employers, the amount earned from each employer in 2018, and whether an IRS W-2 form is provided.
  - List every employer even if the employer did not issue an IRS W-2 form.
  - If more space is needed, provide a separate page with the student’s name and ID number at the top.
  - **Provide copies of all 2018 IRS W-2 forms issued to the student by employers.**

Employer’s Name	2018 Amount Earned	IRS W-2 Attached?
<i>Suzy’s Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

**Student’s Name:** \_\_\_\_\_ **ID#:** \_\_\_\_\_

## E. High School Completion Status

Provide one of the following documents that indicate the student's high school completion status when the student will begin college in 2020–2021 (check the box for the one you are submitting):

- 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 "secondary school leaving certificate" or other similar document if a student has completed secondary education in a foreign country

A state certificate or transcript received by a student after the student 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.)

- 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.
- 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 the student is unable to obtain the documentation listed above, he or she must contact the Financial Aid Office.

Student's Name: \_\_\_\_\_ ID#: \_\_\_\_\_



**G. For students able to present form and ID in person at Columbia International University:**

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

The student must *appear in person* in the Financial Aid Office at Columbia International 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 Statement of Educational  
(Print Student's Name)

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 Columbia International University for 2020-2021.

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

**H. Certification and Signatures**

Each person signing this worksheet certifies that all of the information reported here 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, be sentenced to jail, or both.**

\_\_\_\_\_  
Print Student's Name Student's ID Number

\_\_\_\_\_  
Student's Signature Date

\_\_\_\_\_  
Parent's Signature Date

Return signed document to the Financial Aid Office by applying a digital signature to the form and Emailing to [finaid@ciu.edu](mailto:finaid@ciu.edu) or by printing the form, scanning and emailing to our office, including Any additional necessary documents. You may also submit this form in person, fax or mail to our office:

Columbia International University, Financial Aid Office  
7435 Monticello Road, Columbia, SC 29203  
Office: (803) 807-5036 Fax: (803) 223-2505

Office Use Only:  
Rec'd \_\_\_/\_\_\_/\_\_\_ by \_\_\_\_\_ Verified \_\_\_/\_\_\_/\_\_\_ Verified by \_\_\_\_\_