

Your 2019–2020 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, 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 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. 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. Student’s Family Information

List below the people in your household. **Include:**

- **Yourself and your spouse** if you are married.
- **Your children** if you or your spouse will provide more than half of their support from July 1, 2019, through June 30, 2020, even if they do not live with you. Do not include foster children.
- **Other people** if they now live with you and the student or spouse provides more than half of their support and will continue to provide more than half of their support through June 30, 2020.

Full Name	Age	Relationship	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>

***Include** the name of the college for any household member 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, 2019, and June 30, 2020. *If more space is needed, attach a separate page with the student’s name and ID# at the top.*

C. Student Income Information

- **NOTE: The instructions below apply to the student and spouse, if the student is married.** Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2017 or had a change in marital status after the end of the 2017 tax year on December 31, 2017.

Check the box that applies:

- The student/spouse has filed a 2017 IRS Income Tax Return AND has used the IRS DRT in *FAFSA on the Web* to transfer 2017 IRS income tax return information into the student's FAFSA.
- The student/spouse has filed a 2017 IRS Income Tax Return AND has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2017 IRS income tax return information into the student's FAFSA once the 2017 IRS income tax return has been filed.
- The student/spouse has filed a 2017 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 **2017 IRS Tax Return Transcript**. (Signature not required)

A **2017 IRS Tax Transcript** may be obtained through:

- Online Request - Go to www.irs.gov, under the Tools heading on the IRS homepage, click "Get a Tax Transcript by Mail." Click "Get Transcript 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 **2017 IRS Tax Return Transcript** is provided.

___ Check here if a **2017 IRS Tax Return Transcript** will be provided later (verification cannot be completed until this form is received in our office).

- The student/spouse did not file a 2017 IRS Income Tax Return, was not employed and had no income earned from work in 2017.
- The student/spouse did not file a 2017 IRS Income Tax Return, and was not required to file.
 - List below the names of all employers, the amount earned from each employer in 2017, 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 2017 IRS W-2 forms issued to the student by employers.**

Employer's Name	2017 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

D. 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 2019–2020 (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.
- If a student has completed secondary school in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- A state certificate or transcript received by 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#: _____

E. Students unable to present form and ID in person at Columbia International University:

Identity and Statement of Educational Purpose (To Be Signed with Notary)

If the student is unable to appear in person at Columbia International University to verify his or her identity, the student must provide:

- (a) A copy of the valid government-issued photo identification (ID) that is acknowledged in the notary statement below, such as but not limited to a driver's license, other state-issued ID, or passport; and
- (b) The original notarized Statement of Educational Purpose provided below.

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 2019-2020.

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

Notary's Certificate of Acknowledgement

State of _____

City/County of _____

On _____, before me, _____, personally appeared,
(Date) (Notary's name)

_____, and provided to me on basis of satisfactory evidence of
(Printed name of signer)

identification _____ to be the above-named person who signed the foregoing
(Type of government-issued photo ID provided) Instrument.

WITNESS my hand and official seal

(Notary signature)

(seal)

My commission expires on _____
(Date)

Student's Name: _____ ID#: _____

F. 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 2019-2020.

(Student's Signature)

(Date)

(Student's ID Number)

G. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.

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

Spouse's Signature (Optional)

Date

Submit completed form and any additional documents to:
Columbia International University, Financial Aid Office
7435 Monticello Road, Columbia, SC 29203
Office: (803) 807-5036 Fax: (803) 223-2505 Email: finaid@ciu.edu

Office Use Only:			ID Results Entered
Rec'd ___/___/___ by _____	Verified ___/___/___	Verified by _____	___/___/___ by _____

