



**2021-2022**  
**Customized Verification Worksheet**  
**Dependent Student**

*\*Black Ink Only\**

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VCUD02

Your 2021-2022 FAFSA was selected for verification by the Dept. of Education, requiring us to confirm or correct your high school completion status and verify your identity via photo ID. You are required to complete the verification process to receive financial aid. Please respond with all documentation within 14 days. More information is available at [uiw.edu/finaid](http://uiw.edu/finaid).

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Student Name \_\_\_\_\_ Student ID \_\_\_\_\_ Student Phone Number (include area code) \_\_\_\_\_

**STEP 1: High School Completion Status**

Please attach **one** of the following documents proving high school (or equivalent) completion before the 2021-2022 academic year. **If you are unable to obtain the documentation listed, please contact the OFA.**

- A copy of your high school diploma
- A copy of your final high school transcript showing your graduation date
- A copy of your General Education Development (GED) certificate or GED transcript that is acceptable for full credit towards a bachelor's degree.
- An academic transcript that indicates you successfully complete a two-year (associate's degree) or longer program that is acceptable for full credit towards 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 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.

**STEP 2: IN PERSON Identity and Statement of Educational Purpose (To be signed at the UIW OFA)**

*If unable to appear in person at the UIW Office of Financial Assistance, skip to Step 3.*

The student **must appear in person** at the Office of Financial Assistance at the University of the Incarnate Word to verify his/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 office, the statement below.

**Statement of Educational Purpose**

**I certify that I, (Print Student's Name) \_\_\_\_\_ am the individual signing this Statement of Educational Purpose and that the federal student financial assistance I receive will only be used for educational purposes and to pay the cost of attending the University of the Incarnate Word for the 2021-2022 academic year.**

**Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**UIW Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**STEP 3: REMOTE Identity and Statement of Educational Purpose (must include notary signature)**

If the student **is unable to appear in person** at the University of the Incarnate Word to verify his/her identity, the student must provide a copy of a valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport that is acknowledged in the notary statement below. The copy must be presented and signed by the notary at the same time the statement below is signed.

**\*Must be mailed with original signature; cannot be accepted via fax, email, or online submission\***

**Statement of Educational Purpose**

**I certify that I, (Print Student's Name) \_\_\_\_\_ am the individual signing this Statement of Educational Purpose and that the federal student financial assistance I receive will only be used for educational purposes and to pay the cost of attending the University of the Incarnate Word for the 2021-2022 academic year.**

**Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**Notary's Certificate of Acknowledgement**

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

On (date) \_\_\_\_\_, before me (notary's name) \_\_\_\_\_

Personally appeared (printed name of signer) \_\_\_\_\_

And provided to me on basis of satisfactory evidence of identification \_\_\_\_\_  
(Type of government-issued photo ID provided)  
to be the above-named person who signed the forgoing instrument.

Witness my hand and official seal \_\_\_\_\_

Printed name: \_\_\_\_\_

(SEAL)

My commission expires on (date) \_\_\_\_\_

**STEP 4: Certification and Signatures**

I certify that all information reported on this worksheet is complete and accurate. I understand if I purposely give false or misleading information on this worksheet, I may be fined, sentenced to jail, or both.

\_\_\_\_\_  
**Student Signature (Required)**

\_\_\_\_\_  
**Date (Required)**