



### 2023-2024 Verification Worksheet ▪ Independent Student ▪ Track 5

Your 2023-2024 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 that you reported on your FAFSA. **You must complete and sign this form**, attach any required documents, and submit all paperwork to VWU’s financial aid office. We may ask for additional information. If you have any questions, please contact our office as soon as possible.

#### A. Student’s Information

Name (Last, First, Middle Initial) \_\_\_\_\_ SSN or Student ID \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

#### B. Family Information List below the people in your household. Include:

**(1) Yourself and your spouse. (2) Your or your spouse’s children** if you or your spouse will provide **more than half** of their support from July 1, 2023 to June 30, 2024. Include children even if they do not live with you. **(3) Other people** if they now live with you and you or your spouse provides **more than half** of their support and will continue to provide more than half of their support through June 30, 2024.

*Include the name of the college for any household member who will be enrolled at least half time in a degree or certificate program at any time between July 1, 2023 and June 30, 2024. If more space is needed, attach a separate page.*

Full Name	Age	Relationship	College	Enrolled at least ½ time?
		self	Virginia Wesleyan University	
		Spouse		

#### C. Student’s Income Information to be Verified

STUDENT SECTION (Check one box only)
I have used the IRS Data Retrieval Tool to transfer my 2021 IRS income tax information into my FAFSA (at <a href="http://www.fafsa.gov">www.fafsa.gov</a> ).
I am unable to or will not use the IRS Data Retrieval Tool. I have attached a copy of my 2021 IRS Tax Return Transcript that I received from the IRS (at <a href="http://www.irs.gov">www.irs.gov</a> ).
I have no income earned from work in 2021. I have attached a Letter of Non-filing by the IRS ( <a href="http://www.irs.gov">www.irs.gov</a> ).
I am not required to file and have attached a copy of my 2021 W-2.

**NOTE: If you and your spouse filled separately in 2021, even if you were not married in 2021, we will need copies of both IRS Tax Return Transcripts.**

#### D. High School Completion Status

Provide one of the following documents that will indicate the student’s high school completion status when the student begins college in 2023-2024:

**I have attached the following document to this worksheet (check 1 box):**

A copy of the student’s high school diploma.

A copy of the student’s final and official high school transcript that shows the date when the diploma was awarded.

A state certificate or transcript received by a student after the student passed a state-authorized examination (GED test, HiSET, TASC, or other state-authorized exam) that the state recognizes as the equivalent of a high school diploma.

For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.

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.

For a homeschooled student in a state where state law requires the the 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.

For a homeschooled student from a state where state law does not require the 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 includes a statement that the student successfully completed a secondary school education in a homeschool setting.

**E. Identity and Statement of Educational Purpose (this section is ONLY to be completed in person at VWU or in front of a Notary).**

The student must appear in person at Virginia Wesleyan 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. VWU 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 VWU authorized to collect the student's ID.

Additionally, the student must sign, in the presence of the institutional official, the Statement of Education Purpose provided below. ***If you cannot appear in person to sign this Statement of Educational Purpose, you will need to provide a copy of your government issued ID and this Statement of Educational Purpose notarized by a public notary.***

**Statement of Educational Purpose**

I certify that I, \_\_\_\_\_, am the individual signing this Statement of Education 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 Virginia Wesleyan University for 2023-2024.

\_\_\_\_\_  
*Student's Signature*  
*No electronic signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Financial Aid Administrator's Signature*  
*No electronic signature*

\_\_\_\_\_  
*Date*

**Notary's Certificate of Knowledge**

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

On \_\_\_\_\_, before me, \_\_\_\_\_ personally appeared, \_\_\_\_\_  
(Notary's Name) (printed name of signer)

and proved to me on basis of satisfactory evidence of identification \_\_\_\_\_ to be the above-named person  
who signed the foregoing instrument. (type of government-issued photo ID provided)

**Witness my hand and official seal**

\_\_\_\_\_  
*(Notary Signature)*  
*No electronic signature*

\_\_\_\_\_  
*(Date Commission Expires)*

**(Seal)**

**F. Certification and Signature** By signing below, you certify that the information reported is complete and correct.

\_\_\_\_\_  
*Student's Signature (Required)*  
*No electronic signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Spouse's Signature (Optional)*  
*No electronic signature*

\_\_\_\_\_  
*Date*

**Do not mail this worksheet to the US Department of Education. Submit this worksheet to the financial aid administrator at your school. You should make a copy of this worksheet for your records.**

**Due Date: For Fall 2023 Aid- August 31, 2023**

**For Spring 2024 Aid- January 31, 2024**

**WARNING: If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.**