UNIVERSITY of the
DISTRICT OF
COLUMBIA
—— 1851 ——

2017-18
V4 Custom Verification Form

Your FAFSA was selected for a process called verification. Federal Regulations require we ask you to confirm the information reported on your FAFSA before financial aid may be awarded. To verify that you provided accurate information, we will compare your FAFSA with the information on this verification document and with any other documents received. If there are differences, your FAFSA information may need to be corrected. This form may be delivered in person or by mail with a notary certification only. **Your MyUDC (my.udc.edu) account will be our primary means of contacting you, so please monitor your account regularly**.

PLEASE READ AND COMPLETE ALL SECTIONS

Student Information (Please Print)

_____   N00-_____

Student Last Name   First Name   M.I.   UDC Student ID#

_____   _____

Student Email Address   Daytime Phone Number

Part A.   High School Completion Status

You must submit documentation of high school completion or its equivalent. **Check the applicable box and attach documentation**.

- ❑ A copy of the student's 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.

- ❑ A copy of the student's final 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 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.

- ❑ For a student who was homeschooled in a state where state law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.

- ❑ For a student who was homeschooled in a state where state law 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.

A student who is unable to obtain the documentation listed above must contact the financial aid office.

Part B. Identity and Statement of Education Purpose

Please appear in person at The UDC Office of Financial Aid **or** sign the statement of Identity and Educational Purpose in the presence of a notary.   You will need to present valid **unexpired** government-issued photo identification, such as but not limited to a driver's license, passport, state-issued ID, or permanent resident card. A copy of your identification will be made for your financial aid file.

☐ Driver's License   ☐ Passport   ☐ State-Issued ID Card   ☐ Permanent Resident Card

In addition, the student must sign, <u>in the presence of a Financial Aid Official, the following statement</u>:

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
The University of the District of Columbia for **2017–2018**.

Office Use Only
Received by:
Date:

_____ _____
(Student's Signature)   **(Date)**

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 The Office of Financial Aid to verify his or her identity, the student must provide:

(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, which is provided below, must be notarized. See notary certificate of knowledge on the next page.

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
The University of the District of Columbia for **2017–2018**.

Part B. Identity and Statement of Educational Purpose Continued (Notary Certification if Applicable)

Note: Notary certification of Part B is only required if you are unable to appear in person at The UDC Financial Aid Office. The student is responsible for any notary fee incurred.

Notary's certificate of knowledge*

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)

Part E. Certifications and Signatures

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 information on this worksheet, you may be fined, be sentenced to jail, or both.**

_____   _____

Student Signature   **Date**

_____   _____

Parent Signature*   **(required if dependent)**   **Date**

Parent signature required if you answered no to all of the dependency status questions on your 2017-2018 FAFSA.

Faxed or emailed copies of this document are not permitted. Please submit to the Financial Aid Office in person at Van Ness Campus, Building 39, A-133 or the Community College 801 North Capital, 3rd Floor, Room 305.

Or

By Mail (Notary Certification Required)

UDC-Office of Financial Aid
4200 Connecticut Ave. NW
Bldg. 39, Suite A-133
Washington, DC 20008

Estimated Financial Aid Review Timeline

Below you will find an estimated timeline for your file review. Please note that your MyUDC account (my.udc.edu) will be our primary means of communicating with you so please monitor your account regularly.

Document	Review Time Line*
**Free Application for Federal Student Aid (FAFSA), www.fafsa.ed.gov ** **	5 to 7 days
Third Party Aid Verification Request	3 to 5 days
Loan Adjustment Request	3 to 7 days
Satisfactory Academic Progress Appeal (SAP)	7 to 10 days
Loan Default Resolution	7 to 14 days
Special Circumstances Request	7 to 14 days
Unusual Enrollment History	7 to 14 days
Selective Service Appeal	7 to 14 days
Total and Permanent Disability (TPD) Eligibility Review	7 to 14 days
Citizenship Verification	7 to 14 days
Dependent to Independent Appeals	7 to 14 days
Parent Exclusion Request	7 to 14 days
Dependency Status Verification	10 to 21 days
Spring Financial Aid Application	10 to 21 days
Summer Financial Aid Application	10 to 21 days
V1, V4, & V6 Verification Review	Up to 4 weeks
Student Employment**	Up to 6 weeks

***Please note that during peak processing periods (Fall Semester: July through September; Spring Semester: December through February; and Summer Semester: May-June) the file review timeline may be extended**.

**Eligible students are strongly encouraged to utilize the IRS Data Retrieval Tool (DRT) when completing their FAFSA. With just a few simple steps, your tax information can be securely transferred into your FAFSA. Utilizing this tool reduces application completion time and ensures accuracy of data entered.

***Start date is dependent upon employment program type, timeliness of document submission, and other general eligibility requirements.

18-V4