

MOORPARK • OXNARD • VENTURA
FINANCIAL AID OFFICE

2017–2018 VERIFICATION WORKSHEET
Independent Student - Tracking Group V4

Your 2017-2018 FAFSA was selected for a process called "verification". Verification is a procedure through which an institution checks the accuracy of the student information reported on the application. The Financial Aid Office will be comparing information from your application against information you provide on this worksheet or with documentation collected by the school. The Department of Education requires that we verify this information before disbursing financial aid. Complete this verification form and submit it to the Financial Aid Office at your primary school.

1. STUDENT'S INFORMATION

LAST NAME	FIRST NAME	SSN or ID NUMBER		
ADDRESS	CITY	STATE	ZIP	DATE OF BIRTH
EMAIL ADDRESS	(AREA CODE)-PHONE NUMBER			

2. DOCUMENTATION OF IDENTITY/STATEMENT OF EDUCATIONAL PURPOSE - The student must appear in person at the Postsecondary Educational Institution to verify his/her identity by presenting valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport.

Complete only in the presence of the institutional official or notary, the following English or Spanish Statement:

STATEMENT OF EDUCATIONAL PURPOSE

I certify that I _____ am the individual signing this *Statement of Educational Purpose* and
Print Name
that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of
attending _____ for 2017-2018.
Name of Postsecondary Educational Institution

STUDENT SIGNATURE

DATE

DECLARACIÓN DE PROPÓSITO EDUCATIVO

Certifico que yo, _____, soy el individuo que firma esta *Declaración de*
Nombre de Estudiante
Propósito Educativo y que la ayuda financiera federal estudiantil que yo pueda recibir, sólo será utilizada para fines educativos
y para pagar el costo de asistir a _____ para 2017-2018.
Nombre de Institución Educativa Postsecundaria

FIRMA DEL ESTUDIANTE

FECHA

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3. NOTARY'S CERTIFICATE OF ACKNOWLEDGEMENT – Complete this section only if you are **unable** to appear in person at the Postsecondary Educational Institution. This section must be completed in the presence of a notary.

If you are **unable** to appear in person at the *Financial Aid Offices of the VCCCD* to verify your identity, you must provide:

- 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
- The Statement of Educational Purpose in English/Spanish (section 2 of this worksheet) completed in the presence of a notary; and
- The original Notary's Certificate of Acknowledgement (below):

NOTARY'S CERTIFICATE OF ACKNOWLEDGEMENT

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 Government Issued Photo ID Provided

to be the above named person who signed the foregoing instrument.

WITNESS my hand and official seal:

Notary Signature

My Commission Expires: _____
Date

4. HIGH SCHOOL COMPLETION DOCUMENTATION – You must provide one of the following to the Financial Aid Office:

- ☐ High school diploma or official high school transcript including graduation date
- ☐ The student's General Educational Development (GED) certificate, an official GED transcript, or a state-authorized high school equivalent certificate
- ☐ Students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document*
- ☐ Official Academic transcript of a completed two-year program acceptable for full credit toward a bachelor's degree
- ☐ For a homeschooled student, the original secondary school completion credential for homeschool*

**See Financial Aid Office for additional instructions*

5. CERTIFICATION & SIGNATURES –The 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. If the Financial Aid Officer determines or suspects fraud or forgery all information will be forwarded to the campus Behavior Intervention Care Team (BICT), the Office of Inspector General of the Department of Education, and/or the local law enforcement agency.

STUDENT SIGNATURE

DATE

SPOUSE SIGNATURE (optional)

DATE