



**2023-2024 Verification Worksheet – Form 4**

Student ID Number \_\_\_\_\_

Student Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

***Form must be completed in blue or black ink. Failure to accurately complete this form may result in a delay of processing or change of financial aid eligibility. Additional documentation may be requested. Read instructions carefully before completing.***

**Section 1: Identity**

**MUST BE COMPLETED & SIGNED AT THE FINANCIAL AID OFFICE**

**If unable to appear in person at the Financial Aid Office, you must complete this section with a notary**

You must appear in person at \_\_\_\_\_ Financial Aid Office to verify your  
(Name of institution)

identity by presenting a valid unexpired 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 your photo ID.

Type of documentation submitted: \_\_\_\_\_

Designated institutional official: \_\_\_\_\_

(School official's printed name)

Student ID Number: S

**Section 2: Statement of Educational Purpose**

**MUST BE COMPLETED & SIGNED AT THE FINANCIAL AID OFFICE**

**If unable to appear in person at the Financial Aid Office, you must complete this section with a notary**

In addition, you must sign, in the presence of the institutional official, the following:

I certify that I \_\_\_\_\_ am the individual signing this  
 (Student's printed name)  
 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  
 \_\_\_\_\_ for 2023-2024.  
 (Name of institution)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Notary Section Instructions: Please Read**

This section should only be completed if you are unable to appear in person at the institution with a designated official. This form (the original on which the seal is visible) should be mailed to the Financial Aid Office at your institution along with the copy of the government-issued identification.

**Notary's Certificate of Acknowledgment**

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

On \_\_\_\_\_, before me \_\_\_\_\_  
 (Date) (Notary's name)

Personally appeared \_\_\_\_\_ and proved to me on the basis of  
 (Printed name of signer)

Satisfactory evidence of Identification \_\_\_\_\_ to be the above-named  
 (Type of unexpired government-issued ID provided)

My commission expires on \_\_\_\_\_, 20 \_\_\_\_\_

Notary (Print): \_\_\_\_\_

Notary (Signature): \_\_\_\_\_

(Seal)