

2021-2022 CUSTOM VERIFICATION WORKSHEET (V4)

Your 2021–2022 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 you and/or your parents reported on your FAFSA. The financial aid administrator at your school will compare your FAFSA with the information on this worksheet and any other required documents. If there are differences, your FAFSA information may need to be corrected. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

**Warning: This form will be rejected if it is incomplete or illegible…please complete carefully.**

# STEP 1 – STUDENT INFORMATION

|  |  |  |  |
| --- | --- | --- | --- |
| **Last Name** | **First Name** | **Social Security Number** | **Student ID** |
| **Permanent Address** | **Street & Number** | **City/State/Zip** |  |
| **Home Phone** | **Cell Phone** | **Email Address** |  |

**STEP 2 – Identity and Statement of Educational Purpose**

The student must choose (A) or (B) to fulfill the requirements.

1. Student must appear in person at Keystone College to verify his or her identity by presenting an unexpired 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 by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student’s ID.

-In addition, the student must sign, *in the presence of the institutional official*, the attached Statement of Educational Purpose provided below.

1. Student is unable to appear in person at Keystone College to verify his or her identity, the student must provide:
   1. 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*
   2. The original statement of Educational purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

**CERTIFICATION AND SIGNATURES**

**W ARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

**\*\*\*Use this sheet if you chose Step 2- A (*to be completed in the presence of a university official*)\*\*\***

**STATEMENT OF EDUCATIONALPURPOSE**

I certify that I am the individual signing this

(Print Student’s 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 Keystone College for 2021 -2022.

(Student’s Signature) (Date)

(Student’s ID Number)

### University Official

Print Name Signature Date

**\*\*\*Use this sheet if you chose Step 2-B (*to be completed in the presence of a notary*)\*\*\***

**\*\*\*If this form is used you must mail the original document, we cannot accept fax, scan, or emailed copies\*\*\***

**STATEMENT OF EDUCATIONALPURPOSE**

## I certify that I am the individual signing this

(Print Student’s 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 Keystone College for 2021-2022.

(Student’s Signature) (Date)

(Student’s ID Number)

**NOTARY’S CERTIFICATEOF ACKNOWLEDGEMENT**

## State of City/County of

On , before me,

(Date) (Notary’s name)

## personally appeared, , and provided 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 forgoing instrument.

# WITNESS my hand and official seal \_

(Notary signature)

(seal here)

## My commission expires on

(Date)

# STEP 3 – HIGH SCHOOL VERIFICATION

You have been selected for *High School Verification* by the Department of Education. Provide one of the following documents that indicate the student’s high school completion status when the student will begin college in 2021-2022:

* A copy of the student’s high school diploma.
* A copy of the student’s final official high school transcript that shows the date when the diploma was awarded.
* A copy of the student’s General Educational Development (GED) certificate, an official GED transcript that indicates the student passed the exam, or a state-authorized high school equivalent certificate.
* 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 from a state where state law requires 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.

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

**Submit this worksheet to:**

Keystone College Student Central Att. Financial Aid One College Green LA Plume, PA 18440

Phone: 570-945-8300 FAX: 570-945-8967

Email: [financ](mailto:financialaid@keystone.edu)[ialaid@keystone.edu](mailto:ialaid@keystone.edu) Please make a copy for your records.