



2023-2024 CUSTOM VERIFICATION WORKSHEET (V4)

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 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.

- A. 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.

- B. 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.

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 2023-2024.

(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)

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: financialaid@keystone.edu
Please make a copy for your records.