

# Custom Verification Worksheet (V4) 2022-2023

Your application for financial aid was selected for verification. Verification is a process mandated by the U.S. Department of Education, which requires Franciscan University to compare information from your FAFSA application with this worksheet and your financial documents, and to request additional information if necessary. If there are discrepancies between your application and your financial documents, corrections to your FAFSA may be required.

## Section 1. Student Information

\_\_\_\_\_  
Student's Full Name

\_\_\_\_\_  
Student ID #

\_\_\_\_\_  
Permanent Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
ZIP Code

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Phone Number (Mobile)

\_\_\_\_\_  
e-mail address

## Section 2. Educational Purpose Statement (Required for All)

I certify that I \_\_\_\_\_ am the individual signing 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 Franciscan University of Steubenville for 2022-2023.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

## Section 3. High School Completion

Provide **one** of the following documents to indicate the student's high school completion status when the student begins college in 2022-2023:

- 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.



**Section 4. Student Identity Verification (Complete A or B)**

A. Complete **in person** at Franciscan University of Steubenville:

- The student must appear in person at Franciscan University of Steubenville to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as 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.
- Statement of Educational Purpose provided, which must be notarized

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date Document Received

The valid government issued documentation attached was presented in person and reviewed by the staff member below. I certify that the attached copy is a true and accurate representation of the student’s government issued identification.

\_\_\_\_\_  
Financial Aid Officer Signature

\_\_\_\_\_  
Date Document Received

B. Complete if the student is **not able to appear in person** at Franciscan University of Steubenville by providing the following documentation with notarized signature:

- 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.
- Statement of Educational Purpose provided, which must be notarized

**NOTARY’S CERTIFICATE OF ACKNOWLEDGEMENT**

State of \_\_\_\_\_ City/County of \_\_\_\_\_ on \_\_\_\_\_, before me,

\_\_\_\_\_, personally appeared \_\_\_\_\_ and provided to me on the basis of  
(Notary’s Name) (Printed name of signer)

satisfactory evidence of identification \_\_\_\_\_ to be the above-named person who signed  
(Type of government-issued photo ID provided)

the foregoing instrument.

(Seal)

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

Commission expires \_\_\_\_\_  
(Date)



**Section 5. Signatures (Required for All)**

I affirm that all information reported on this form and any attachment hereto is true, complete, and accurate to the best of my knowledge. I understand that if I purposely give false or misleading information in order to obtain federal funds, I may be subject to a \$10,000 fine, prison sentence, or both.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent (if dependent)

\_\_\_\_\_  
Date

**\*DO NOT** submit this document to the U.S. Department of education. Return it to the Financial Aid Office at Franciscan University.

