



## Office of Student Financial Aid

500 W. University Ave, Mike Loya Bldg., #204  
El Paso, Texas 79968 PH: (915) 747-5204 FAX: (915)747-5631

### V4 VERIFICATION WORKSHEET 2017-2018

Your 2017–2018 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Federal law states that before awarding Federal Student Aid, the Office of Student Financial Aid (OSFA) may ask you to confirm the information you and your parent(s) reported on your FAFSA. The OSFA will then compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and your parent(s) must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the OSFA. After a review of the information you submit, the OSFA may still ask for additional information. If you have questions about verification, contact the OSFA as soon as possible so that the processing of your financial aid will not be delayed.

#### A. Student’s Information

Student’s Last Name	Student’s First Name	Middle Initial	Student’s ID Number
Student’s Street Address (include apt. no.)			Student’s Date of Birth
City	State	Zip Code	Student’s Primary Phone (include area code)
Student’s Email Address			

#### B. High School Completion Status

You must provide one of the following documents to verify your high school completion and submit it along with this worksheet.

##### Check the box of the document you will attach to this worksheet:

- A copy of the student’s high school diploma or final official high school transcript that shows the date when the diploma was awarded.
- A state certificate or transcript received by the student after the student passed a State-authorized examination (GED test or other State-authorized examination) that the State recognizes as the equivalent of a high school diploma.
- 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 students who completed secondary education in a foreign country, a copy of the “secondary school leaving certificate” or other similar document.
- If state law requires a homeschooled 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.
- If state law does not require a homeschooled student to obtain 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.

**C. Documentation of Identity/Statement of Educational Purpose**

**\*\* DO NOT COMPLETE THIS SECTION UNTIL YOU ARE EITHER *IN PERSON* AT THE OFFICE OF STUDENT FINANCIAL AID OR IN *THE PRESENCE OF A NOTARY* \*\***

In order to complete the Verification process, you will need to appear *in person* at the OSFA and present a valid government-issued photo ID (such as a driver's license, military ID, passport, etc.) and this verification worksheet to the Office. The OSFA will need to validate the statement below at the time of submission by maintaining a copy of your photo ID and by providing a signature and date. ***If you cannot appear in person to submit this worksheet, you will need to provide a copy of your government- issued photo ID and this worksheet notarized by a public notary to the OSFA.***

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational Purpose and that the Federal student  
(Print Student's Name)  
financial assistance I may receive will only be used for educational purposes and to pay the cost of attending The University of Texas at El Paso.

\_\_\_\_\_  
Student's Signature and Date    Office of Student Financial Aid Signature    Date

OR

\_\_\_\_\_  
Student's ID Number    Signature of Notary    Date

\*\*\*\*\*

**If the student is unable to appear in person, please have a notary complete the information below:**

**Notary's Certificate of Acknowledgement:**

State of \_\_\_\_\_ City/County of \_\_\_\_\_ on \_\_\_\_\_  
Date

before me, \_\_\_\_\_ personally appeared, \_\_\_\_\_,  
(Notary's Name) (Printed name of signer)

and proved to me 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's Signature**    **Date Notary's commission expires**

**Seal**

Student Name: \_\_\_\_\_

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

**D. Certification and Signatures**

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

I certify that all of the information reported on this form is complete and correct.

**The student and parent must sign and date this worksheet.**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/ Spouse's Signature

\_\_\_\_\_  
Date

***Submit this worksheet to the OSFA.  
Please make a copy of this worksheet for your records.***