

2017-2018 Custom Verification Worksheet

Your 2017-2018 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 reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this worksheet and with any other required documents. If there are any differences, your FAFSA information may need to be corrected. You and a parent whose information was reported on the FAFSA must complete and sign this verification worksheet, attach any required documents and submit to your financial aid administrator at your school. We may ask for additional information. If you have any questions, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

INSTRUCTIONS: Complete all sections of this form and return to Mitchell College.

Section 1: STUDENT'S INFORMATION:

_____	_____	_____	_____
Last Name	First Name	M.I.	Social Security Number
_____			_____
Address			Date of Birth
_____			_____
_____	_____	_____	_____
City	State	Zip Code	Student's Cell Phone Number (include area code)

Section 2: HIGH SCHOOL COMPLETION STATUS:

INSTRUCTIONS: Provide one of the following documents that indicate the student's high school completion status when the student begins college in 2017-2018:

- 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 **state certificate** or **transcript** received after the student passed a State-authorized examination (GED test, HiSET, TASC, or other State-authorized examination) that the State recognizes as the equivalent of a 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.
- 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 homeschooled setting.**
- A student who is unable to obtain the documentation listed above must contact the financial aid office.

INSTRUCTIONS:

- The student must appear in person at Mitchell College to complete section 3.
 - If the student cannot appear in person at Mitchell College at the time of this request, SKIP Section 3 and complete Section 4 before a Notary.
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Section 3: IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE- (to be signed at Mitchell College)

- A. The student must appear in person at Mitchell 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.

Mitchell College will maintain a copy of the student’s photo ID that is annotated with the date it was received and reviewed and the name of the official at Mitchell College authorized to collect the student’s ID.

Mitchell College Official (Print Name)

Date

- B. In addition, the student must sign, in the presence of the Mitchell College official, the Statement of Educational Purpose provided below.**

Statement of Educational Purpose

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 Mitchell College for 2017-2018.

(Print Student’s Name)

Student’s Signature

Date

Student ID

Section 4: IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE- (to be signed with a Notary)

A. If the student is unable to appear in person at Mitchell College to verify his or her identity, the student must provide to Mitchell College:

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, which is provided below, **must be notarized.**

Statement of Educational Purpose

B. In addition, the student must sign, in the presence of a Notary the following:

I certify that I _____ am the individual signing this *Statement*
(Print Student's Name)

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 Mitchell College for 2017-2018.

Student's Signature Date

Students ID

Notary's Certificate of Acknowledgement

State of _____ City/County of _____

On _____, before me, _____
(Date) (Notary's Name)

personally appeared, _____, and proved to me on basis of
(Printed name of the signer)

satisfactory evidence of identification _____ to be the above-
(Type of government-issued photo ID provided)

named person who signed the foregoing instrument.

WITNESS my hand and official seal _____
(Seal) (Notary Signature)

My commission expires on _____
(Date)