# DISCLAIMER

**Institutional Verification Document**

**BEFORE YOUR INSTITUTION DECIDES TO USE ANY OF THE ENCLOSED FORMS, PLEASE NOTE THE FOLLOWING:**

**All of the forms are created using the latest guidance from State and Accrediting agencies along with the United States Department of Education and with assistance of peers in the field. The use of the forms is an institutional decision as to which form to use or not to use, and how the institution determines to use them. All forms are in Word.doc, so institutions may make any appropriate changes. All forms used, must be thoroughly completed and signed by all required parties.**

Prepared for:

«sssscc»

«schlceoattn»

«schlname»

«schlstreet»

«schlcity» «schlstate» «schlzip»

Student forms are in **Word Format** to be completed manually with Student’s name, and student's key number. **FOLLOWING FERPA REGULATIONS WE MUST ELIMINATE DISPLAYING THE STUDENT AND PARENT’S SOCIAL SECURITY NUMBERS.**

• This is Your Original Copy of the RGM Forms Package.

• It is customized with your school's name and address.

• Please reproduce the pages for your own internal use.

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**10014 VERIFICATION FORMS**

**2018-2019 Verification process requires a few more changes from 2017-2018**

**Institutions must complete a verification process for each student selected by the system or by the school’s FAO. If the student is selected for verification indicated by an asterisk (\*) next to the EFC on the first page of the ISIR with comment 170 for a Dependent student or 171 for an Independent student, the institution is required to conduct and complete a verification process. The process MUST be thoroughly documented in the student file.**

**Students are selected on the information indicated on the ISIR of the items that need to be verified. Those students who have a verification flag and tracking group number will be in the Verification List in the Financial Aid Module in the RGM system.**

**Verification process 2018-2019**

**In several instances it has come to our attention that the verification forms procedure is not being followed correctly.**

**In an attempt to resolve some of the problems with so many forms, we reformatted the forms to make it a complete document with 9 pages. This will help you, the Financial Aid Officer, to follow the form provided for each section required. The 9 pages contain 8 sections that the student must comply with in accordance to the group assigned. If one section does not apply, please place your initials in that section to show that the section was not applicable to the student.**

**Please note that for the 2018-2019 award year, the (V2), (V3) and (V6) verification groups continues to be reserved by the Department for future use.**

**Hope this helps:**

**Page 1 Includes Section 1- Student information that all students must complete.**

**Section 2 -Tax filers in groups V1, V5 must complete this section. If no taxes were filed you may initial the N/A to indicate that the section does not apply.**

**Page 2 Includes Section 3- Student in group V1, V5 with IRS extensions, IRS amendments, tax identity theft or non IRS tax forms. If none of these apply to the student, spouse and/or parent, initial N/A to indicate that that section does not apply.**

**Pages 3 and 4 Includes Section 4- Student in group V1, V5 that did not file taxes must complete this section. For tax filers this section does not apply, initial N/A to indicate that that section does not apply.**

**Section 5 Students in group V1, V5 must complete the number of household members and the number of household members (parents not included) in college**

**Page 5 Includes Section 6 – Students in group V4 and V5 must confirm any high school completion status.**

**Page 6, 7 and 8 Includes Section 7- Students in group V4 and V5 must confirm their Identity on the statement of educational purpose. This must be certified by the institutional representative authorized to accept these documentation OR in the presence of a notary public**

**Page 9 Includes Section 8-Students in groups V1, V4, V5 must complete the certification form. This form is mandatory for all students and parent if dependent, if independent married student, spouse signature is optional.**

**As you can see our combination of form settings brought the verification to five sheets of paper when printed on both sides, this is far from the original 20 suggested pages.**

**Please remember to have all nine pages and COMPLETE those sections as applicable to the verification group number in which the student was placed by the system as indicated on the ISIR or by the school decision to select and verify the student.**

**Please refer to the following 2018-2019 Verification items required by group**

|  |  |  |  |
| --- | --- | --- | --- |
| **V1** | **V4** | **V5** | Items to be verified |
| X |  | X | Adjusted Gross Income |
| X |  | X | U.S. Income Tax Paid |
| X |  | X | Untaxed Portions of Individual Retirement Account (IRA) Distributions |
| X |  | X | Untaxed Portions of Pensions |
| X |  | X | IRA Deductions and Payments |
| X |  | X | Tax Exempt Interest Income |
| X |  | X | Education Tax Credits |
| X |  | X | Number of Household Members |
| X |  | X | Number in College |
| X |  | X | Income earned from work |
|  | X | X | High School Completion Status |
|  | X | X | Identity/Statement of Educational Purpose |

For group V 1 You need to complete page 1, 2, 3, 4, and 9

For group V 2 Reserved

For group V 3 Reserved

For group V 4 You need to complete page 1, 5, 6 and 9

For group V 5 You need to complete page 1, 2, 3, 4, 5, 6, and 9

For group V 6 Reserved

**[10014] 2018-2019 Institutional Verification Document**

**Dependent and Independent (page 1 of 9 pages) Sections 1 and 2**

**«schlname» «sssscc»**

«schlstreet» - «schlcity», «schlstate» «schlzip»

|  |
| --- |
| **1. Applicable: For Tracking Groups: V1, V4, V5 MANDATORY FOR ALL** |

|  |
| --- |
| Your 2018–2019 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 institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. **You and your parent(s) OR** **You (Required) and your spouse(Optional)** whose information was reported on the FAFSA must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed**. *Documentation is due at the school's Financial aid office within 90 days from the ISIR processing date but no later than 07/31/19.*** |
| e |

1. **Student’s Information Check One Applicable Verification Group 🗖V1 🗖V4 🗖V5**

|  |  |
| --- | --- |
| Student’s Last Name, First Name M.I. | Student’s (Key) Number |
| Student’s Street Address (include apt. no.) | Student’s Date of Birth |
| City State Zip Code | Student’s Email Address |
| Student’s Home Phone Number (include area code) | Student’s Alternate or Cell Phone Number |

|  |
| --- |
| **2. Applicable: For Tracking Groups: V1, V5 MUST BE FOR TAX FILERS N/A \_\_\_\_\_\_\_\_** |
| **Verification of 2016 IRS Income Tax Return Information for Student, Spouse or Parent(s) Tax Filers** |

|  |
| --- |
| **Important Note:** The instructions below apply to each parent included in the household, the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2016 or had a change in marital status after the end of the 2016 tax year on December 31, 2016.  **Instructions**: Complete this section if the student and spouse or the Parent(s) filed or will file a 2016 IRS Income Tax Return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT*) *that is part o*f *FAFSA on the Web* *at FAFSA.gov.* In most cases, no further documentation is needed to verify 2016 IRS income tax return information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed by the FAFSA filer. |

**Check the box that applies:**

|  |  |  |
| --- | --- | --- |
| **Student &**  **Spouse** | **Parent(s)** |  |
| **🗖** | **🗖** | The student, spouse or parent has/have used the IRS DRT in *FAFSA on the Web* to transfer 2016 IRS income tax return information into the student’s FAFSA*.* |
| **🗖** | **🗖** | The student, spouse or parent has/have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2016 IRS income tax return information into the student’s FAFSA. |
| **🗖** | **🗖** | The student, spouse or parent is/are unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2016 IRS Tax Return Transcript(s)**. (signature not required) |

|  |
| --- |
| A **2016 IRS Tax Return Transcript** may be obtained through:   * Get Transcript by MAIL- Go to [www.IRS.gov](http://www.IRS.gov), under the Tools heading, click "Get a Tax Transcript.” Click “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript” and ***NOT*** the “IRS Tax Account Transcript.” The transcript is generally received within 10 business days from the IRS’s receipt of the online request. * Get Transcript ONLINE - Go to [www.IRS.gov](http://www.IRS.gov), under the Tools heading, click "Get a Tax Transcript." Click “Get Transcript ONLINE.” Make sure to request the “IRS Tax Return Transcript.” and ***NOT*** the “IRS Tax Account Transcript.” To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user’s name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS’s two-step authentication. * Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS’s receipt of the telephone request. * Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS’s receipt of the paper request form. |

|  |
| --- |
| If the student and spouse OR if the parents filed separate 2016 IRS income tax returns, the IRS DRT cannot be used and the **2016 IRS Tax Return Transcript(s)** must be provided for each. |

|  |  |  |
| --- | --- | --- |
| **🗖** | **🗖** | Check here if a **2016 IRS Tax Return Transcript(s)** is provided. |
| **🗖** | **🗖** | Check here if a **2016 IRS Tax Return Transcript(s)** will be provided later. |

**2018-2019 Institutional Verification Document (Page 2 of 9 ) Section 3**

**Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Key Number \_\_\_\_\_\_\_\_\_**

|  |
| --- |
| **3. Applicable: For Tracking Groups: V1, V5 N/A\_\_\_\_\_\_\_\_** |
| **Verification of 2016 IRS Income Information for Individuals with Unusual Circumstances** |
| **Student, Spouse or parent** |
| **Individuals Granted a Filing Extension by the IRS** |
| An individual who is required to file a 2016 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2016, must provide:   * A copy of the IRS Form 4868, ‘‘Application for Automatic Extension of Time to File U.S. Individual Income Tax Return,’’ that was filed with the IRS for tax year 2016; * A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2016; * Verification of Non-filing Letter (confirmation that the tax return has not yet been filed) from the IRS or other relevant tax authority dated on or after October 1, 2017; * A copy of IRS Form W–2 for each source of employment income received or an equivalent document for tax year 2016 and, * If self-employed, a signed statement certifying the amount of the individual’s Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2016. |
| **Individuals Who Filed an Amended IRS Income Tax Return** |
| An individual who filed an amended IRS income tax return for tax year 2016, must provide:   * A **2016 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and** * A signed copy of the 2016 IRS Form 1040X, “Amended U.S. Individual Income Tax Return,” that was filed with the IRS. |
| **Individuals Who Were Victims of IRS Tax-Related Identity Theft** |
| An individual who was the victim of IRS tax-related identity theft must provide:   * A tax Return Data Base View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and** * A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft. |
| **Individuals Who Filed Non-IRS Income Tax Returns** |
| * A tax filer who filed an income tax return with Guam, the Commonwealth of the Northern Mariana Islands, the commonwealth of Puerto Rico and the U.S. Virgin Islands may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed. * A tax filer who filed an income tax return with the tax authority for American Samoa must provide a copy of his or her tax account information. * A tax filer who filed an income tax return with tax authorities not mentioned, above, i.e. a foreign tax authority, and who indicates that he or she is unable to obtain the tax account information free of charge, must provide documentation that the tax authority charges a fee to obtain that information, along with a signed copy of his or her income tax return that was filed with the relevant tax authority. |

**2018-2019 Institutional Verification Document (Page 3 of 9) Section 4**

**Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Key Number \_\_\_\_\_\_\_\_\_**

|  |
| --- |
| **4. Applicable: For Tracking Groups: V1, V5 N/A \_\_\_\_\_\_\_\_** |
| **Verification of 2016 Income Information for Student, Spouse or Parent Nontax Filers** |
| The instructions and certifications below apply to the student, spouse if the student is married, or each parent included in the household.Complete this section if the student, spouse or parent(s) will not file and are not required to file a 2016 income tax return with the IRS. |
|  |

|  |
| --- |
| **Check the box that applies**: |
| Student & Spouse | Parent(s) |  |
| 🗖 | 🗖 | The student and spouse or neither parent were not employed and had no income earned from work in 2016 |
| 🗖 | 🗖 | The student and/or spouse and one or both parent(s) were employed in 2016 and have listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2016 IRS W-2 forms issued to the student and/or spouse and/or parent(s) by their employers]. List every employer even if the employer did not issue an IRS W-2 form. |

If more space is needed, provide a separate page with the student’s name and ID number at the top.

|  |  |  |  |
| --- | --- | --- | --- |
| Student, spouse or parent’s - Employer’s Name | Earned by student, spouse or parent | IRS W-2 or an Equivalent Document Provided? | Annual Amount Earned in 2016 |
| *(Example) ABC’s Auto Body Shop* | *Student* | *Yes* | *$4,500.00* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total amount of income earned from work |  |  | *$* |

**Check the box that applies:**

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2017 that indicates a 2016 IRS income tax return was not filed with the IRS or other relevant tax authority.

|  |  |  |
| --- | --- | --- |
| Student &Spouse | Parent(s) |  |
| 🗖 | 🗖 | Check here if confirmation of nonfiling is provided. |
| 🗖 | 🗖 | Check here if confirmation of nonfiling will be provided later. |

***2016 Tax filing Requirements for Most Taxpayers\*\****

|  |  |  |
| --- | --- | --- |
| ***IF your filing status is...*** | ***AND at the end of 2016 you were...\**** | ***THEN file a return if your gross income was at least...\*\**** |
| ***single*** | ***under 65*** | **$10,350** |
| ***65 or older*** | **$11,900** |
| ***married filing jointly\*\*\**** | ***under 65 (both spouses)*** | **$20,700** |
| ***65 or older (one spouse)*** | **$21,950** |
| ***65 or older (both spouses)*** | **$23,200** |
| ***married filing separately*** | ***any age*** | **$ 4,050** |
| ***head of household*** | ***under 65*** | **$13,350** |
| ***65 or older*** | **$14,900** |
| ***qualifying widow(er) with dependent child*** | ***under 65*** | **$16,650** |
| ***65 or older*** | **$17,900** |

**2018-2019 Institutional Verification Document (Page 4 of 9) Section 5**

**Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Key Number \_\_\_\_\_\_\_\_\_**

|  |
| --- |
| **5. Applicable: For Tracking Groups: V1, V5 N/A\_\_\_\_\_\_\_\_** |
| **Number of Household Members and Number in College Student and/or Parent Household** |

List below the people in the student’s household. Include: List below the people in the parent’s household. Include:

|  |  |
| --- | --- |
| **Student's Household** | **Parent's Household** |
| The student. | The student. |
| The student’s spouse, if the student is married | The parents (including a stepparent) even if the student doesn’t live with the parents. |
| The student’s or spouse’s children if the student or spouse will provide more than half of the children’s support from July 1, 2018 through June 30, 2019, even if a child does not live with the student. | The parents’ other children if the parents will provide more than half of the children’s support from July 1, 2018 through June 30, 2019, or if the other children would be required to provide parental information if they were completing a FAFSA for 2018–2019. Include children who meet either of these standards, even if a child does not live with the parents. |
| Other people if they now live with the student and the student or spouse provides more than half of the other person’s support, and will continue to provide more than half of that person’s support through June 30, 2019. | Other people if they now live with the parents and the parents provide more than half of the other person’s support and will continue to provide more than half of that person’s support through June 30, 2019. |
| For any household member who is or will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2018, and June 30, 2019, and include the name of the college. | For any household member, excluding the parents, who will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2018, and June 30, 2019, and include the name of the college. |

**Independent student's household members**

If more space is needed, provide a separate page with the student’s name and ID number at the top.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full Name | Age | Relationship | College | Will be Enrolled at Least Half Time  (Yes or No) |
|  |  | *Self* |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Dependent student’s parent's household members**

If more space is needed, provide a separate page with the student’s name and ID number at the top.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full Name | Age | Relationship | College | Will be Enrolled at Least Half Time  (Yes or No) |
|  |  | *Self* |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

**2018-2019 Institutional Verification Document (Page 5 of 9) Section 6**

**Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Key Number \_\_\_\_\_\_\_\_\_**

|  |
| --- |
| **6. Applicable: For Tracking Groups: V4 and V5 N/A\_\_\_\_\_\_\_\_** |
| **High School Completion Status** |
| Provide one of the following documents that indicate the student’s high school completion status when the student will begins college in 2018–2019:   * 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 requires 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. |
| A student who is unable to obtain the documentation listed above, must contact the financial aid office. |

**2018-2019 Institutional Verification Document (Page 6 of 9) Section 7**

**Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Key Number \_\_\_\_\_\_\_\_\_**

|  |
| --- |
| **7. Applicable: For Tracking Groups: V4 and V5** |
| **Identity and Statement of Educational Purpose (To Be Signed at the Institution)** |

**Identity and Statement of Educational Purpose**

**(To Be Signed at the Institution)**

The student must appear in person at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to

(Name of Postsecondary Educational Institution)

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 Statement of Educational Purpose provided below.

**Identity and Statement of Educational Purpose**

**(To Be Signed in the Presence of a Notary)**

If the student is unable to appear in person at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of Postsecondary Educational Institution)

to verify his or her identity, the student must provide to the institution:

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.

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am the individual signing   
 (Print Student’s Name)

thisStatement 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for 2018-2019.

(Name of Postsecondary Educational Institution)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Student’s Signature) (Date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Student’s ID Number)

**2018-2019 Institutional Verification Document (Page 7 of 9) Section 7 (Cont.)**

**Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Key Number \_\_\_\_\_\_\_\_\_**

**Verificación de Identidad y Declaración de Propósito Educativo**

**(Para ser firmadas en la institución)**

El estudiante debe comparecer en persona en \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ para

(Nombre de la institución educativa postsecundaria)

verificar su identidad mediante la presentación de una identificación con fotografía (ID) válida emitida por el gobierno que no haya expirado, como una licencia de conducir, otro tipo de identificación emitida por el estado o pasaporte, entre otros. La institución conservará una copia de la identificación con fotografía del estudiante en la cual se anotará la fecha en la que se recibió y revisó, y el nombre del funcionario de la institución autorizado a recibir y revisar las identificaciones de los estudiantes.

Además, el estudiante debe firmar, en presencia del funcionario de la institución, la Declaración de Propósito Educativo proporcionada a continuación.

**Verificación de Identidad y Declaración de Propósito Educativo**

**(Para ser firmadas en presencia de un notario)**

Si el estudiante no es capaz de comparecer en persona en \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Nombre de la institución educativa postsecundaria)

para verificar su identidad, el mismo debe proporcionar a la institución:

1. una copia de la de identificación con fotografía (ID) válida emitida por el gobierno que no haya expirado, que se reconoce en la declaración del notario que aparece a continuación, o que se presenta ante un notario, como una licencia de conducir, otro tipo de identificación emitida por el estado o pasaporte, entre otros; y
2. la Declaración de Propósito Educativo original proporcionada a continuación debe ser notarizada. Si la declaración del notario aparece en una página separada de la Declaración de Propósito Educativo, se debe indicar de manera clara que la Declaración de Propósito Educativo era el documento notarizado.

**Declaración de Propósito Educativo**

Certifico que yo, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, soy el individuo que firma esta

[Imprimir nombre del estudiante]

Declaración de Propósito Educativo, y que la ayuda financiera federal estudiantil

que yo pueda recibir sólo será utilizada para fines educativos y para pagar el

costo de asistir a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ para 2018–2019.

[Imprimir nombre de institución educativa postsecundaria]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Firma del estudiante] [Fecha]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Número de identificación del estudiante]

**2018-2019 Institutional Verification Document (Page 8 of 9) Sections 7 (Cont.)**

**Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Key Number \_\_\_\_\_\_\_\_\_\_N/A\_\_\_\_\_\_\_**

**Notary’s Certificate of Acknowledgement**

*Notary’s certification may vary by State*

State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/County of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, before me, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

(Date) (Notary’s name)

personally appeared, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and proved to me

(Printed name of signer)

on basis of satisfactory evidence of identification\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

                                                           (Type of un expired government-issued photo

ID provided)

to be the above-named person who signed the foregoing instrument.

**WITNESS my hand and official seal**

                        (seal)                                        \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Notary signature)

My commission expires on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Date)

**2018-2019 Institutional Verification Document (Page 9 of 9 ) Section 8**

**Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Key Number \_\_\_\_\_\_\_\_\_**

|  |
| --- |
| **8. Applicable: For Tracking Groups: V1, V4, V5 MANDATORY FOR ALL** |
| **Certification and Signature** |

**INDEPENDENT STUDENT**

**Certification and Signature**

**WARNING: If you purposely give false or misleading information, you may be fined, be sent to prison, or both.**

Each person signing below certifies that all of the

information reported is complete and correct.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Student’s Name Student’s Key Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Signature (Required) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Spouse’s Signature (Optional) Date

**XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX**

**DEPENDENT STUDENT**

**WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.**

**Certifications and Signatures**

Each person signing below certifies that all of the

information reported is complete and correct.

The student and one parent whose information was

reported on the FAFSA must sign and date.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Student’s Name Student’s Key Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Signature Date