KANSAS WESLEYAN UNIVERSITY

Office of Financial Aid,
Pioneer Hall 190,
100 E. Claflin, Salina, KS 67401
Telephone: (785) 833-4315 ***FAX***: (785) 404-1485 ***Email***: finaid@kwu.edu

Institutional Verification Worksheet

V4

IMPORTANT: Your FAFSA was selected by the U.S. Department of Education for a process called verification. The verification process will be conducted by Kansas Wesleyan University in accordance with U.S. Department of Education's rules 34 CFR, Part 668. *We must collect this information before awarding Federal Financial Aid. No further processing will be done until all documentation is provided.*

I am completing FAFSA verification for the term(s): Fall 20_____ Spring 20_____ Summer 20 _____

STUDENT NAME	Student ID#	Soc. Sec. #	Birthdate	Phone Number

Submit to the Financial Aid Office within 30 days after notification.

SECTION 1 – VERIFICATION OF IDENTITY

To complete verification at Kansas Wesleyan University and to verify your identity, you must present:

An unexpired, valid, government-issued photo identification (ID) such as a U.S. passport, a driver's license, or other state issued ID that is acknowledged in the notary statement below, or that is presented to a notary.

Check the box that applies below:

☐	The student appeared in person and presented acceptable identification to an institutionally authorized FAA individual. (Copy to be kept in student FA file)
☐	The student was unable to appear in-person and appeared on a video call with institutional personnel and presented the acceptable identification to an institutionally authorized individual.
☐	The student was unable to appear in-person and provided the institution with a copy of the acceptable identification presented to a notary and a signed notary statement. **(Notary Certificate of Acknowledgment on back)**

SECTION 2 – STUDENT SIGNATURE

Sign this worksheet. **WARNING:** If you purposely give false or misleading information in establishing eligibility for federal student aid, you may be subject to a federal fine up to $20,000, a prison sentence, or both.

The person signing below certifies that all the information reported is complete and correct.

Student Signature (Required):_____ Date:_____

KWU Office of Financial Aid ONLY:

Government ID accepted by _____ Date:_____

◯ Attach photocopy of student's government Issued ID.

Entered on FAFSA Partner Portal by _____ Date:_____

◯ Attach FAFSA Partner Portal print-out.

Verification completed in JFA student ISIR by _____ Date:_____

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NOTARY'S CERTIFICATE OF ACKNOWLEDGEMENT
(for those unable to appear in person in the KWU Office of Financial Aid)

State of _____, City/County of _____

On this date of _____, before me (notary's name), _____,

personally appeared (name of person signing this form) _____,

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: My commission expires on:

_____ _____

Notary Public's Signature **Date**