



# CUSTOM VERIFICATION (V4) WORKSHEET

2017-2018

## Federal Student Aid Programs

Your Free Application for Federal Student Aid (FAFSA) was selected for verification which compares your FAFSA information to your financial documents. This is a federal requirement under 34CFR. If there are any differences, corrections will be made to the FAFSA and sent to the U.S. Department of Education for confirmation.

## What you must do:

- Complete all sections of this form according to your dependency status in Blue or Black ink only. **Incomplete worksheets cause delays and will be returned for completion.**
- Before signing the Identity/ Educational Purpose section of this form, the student must sign in the presence of a UAPB Financial Aid official (if in person) or certified Notary (if not in person).
- You and one parent must complete and sign this form **(for dependent students only)**.
- Bring, fax, or mail your completed form to the UAPB Student Financial Services Office.
- Do not make any additional income/ household size/ number in college corrections to the FAFSA once this form has been submitted.
- Contact the UAPB Student Financial Services Office if you have questions completing this form.



**The final deadline to complete the verification process** is established by the Federal government and published in the Federal Register on an annual basis- [www.federalregister.gov](http://www.federalregister.gov).

## A. STUDENT INFORMATION

Student Name		UAPB SID#	
Email		Phone Number (Include area code)	
Home Address (include apt. no.)			
City		State	Zip Code

## B. HIGH SCHOOL COMPLETION

Provide ONE of the following documents that indicates your high school completion status when you begin college in 2017-2018.

### Check the box that applies:

<input type="checkbox"/> High School diploma (with specific graduation date).	<input type="checkbox"/> If you completed a secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
<input type="checkbox"/> A copy of your final official high school transcript that shows the date when the diploma was awarded.	<input type="checkbox"/> A state certificate or transcript received after you 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).
<input type="checkbox"/> An academic transcript that indicates you successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.	<input type="checkbox"/> If you were 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.
<input type="checkbox"/> If you were 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.	

**A student who is unable to obtain the documentation listed above must contact the financial aid office.**

Print your Name and Student ID Number on ALL Documents ■ Return this form with all documents attached by mail, fax or email:  
 Student Financial Services ■ 1301 North L.A. "Prexy" Davis Drive, Mail Slot 4985 ■ Pine Bluff, AR 71601  
 By Fax ■ (870) 575- 4622 ■ By Email ■ [finaid@uapb.edu](mailto:finaid@uapb.edu)

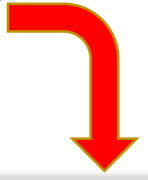
## C. SIGNATURES (Required)

By signing, I/We certify that all of the information reported and/ or attached is complete and correct. **WARNING:** If you purposely provide misleading information or withhold information, you may be subject to penalty of law and/ or institutional sanctions.

Student Signature and Date

Parent Signature and Date (If Applicable)

**STOP HERE- READ THE FOLLOWING INSTRUCTIONS CAREFULLY**



## D. IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE

In order to complete the verification process, you the student must appear **IN PERSON** at UAPB to verify his or her identity by presenting a valid government- issued photo identification (ID), such as, but not limited to, a state issued driver's license, other state-issued ID, or passport. UAPB will maintain a copy of the student's photo ID that is annotated with the date it was received and the name of the official at the institution authorized to collect the student's ID. **This section must be completed in the presence of a financial aid administrator.**

If you are **Unable to appear IN PERSON at UAPB** to verify your identity, you the student must provide to the institution: (a) 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 (b) 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. **This section must be completed in the presence of a Public Notary.**

### Statement of Educational Purpose

I certify that, I (*print student name*) \_\_\_\_\_, 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 the UAPB for 2017-2018.

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

Student ID Number \_\_\_\_\_

Financial Aid Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

### Notary's Certificate of Knowledge

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

Before me, \_\_\_\_\_ Notary's Name personally appeared, \_\_\_\_\_ Printed Name of Signer

And provided to me on basis of satisfactory evidence of identification \_\_\_\_\_ Type of unexpired Government-Issued Photo ID

To be the above-name person who signed the foregoing instrument.

Witness my hand and official seal \_\_\_\_\_  
Notary Signature

\_\_\_\_\_ Date Commission Expires

SEAL

**Print your Name and Student ID Number on ALL Documents ■ Return this form with all documents attached by mail, fax or email:  
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By Fax ■ (870) 575- 4622 ■ By Email ■ [finaid@uapb.edu](mailto:finaid@uapb.edu)**