



# University of the Virgin Islands - Office of Financial Aid

## 2019-2020 CUSTOM Verification Worksheet

**V4  
Independent**

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Your 2019-2020 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Federal law states that before any Federal Student aid can be awarded, you must confirm **High School Completion Status, Identity and Educational Purpose** as outlined in this worksheet.

The documents will be used to verify that the information reported on your FAFSA is correct. Any discrepancies will result in revision of your FAFSA. You must complete and sign the worksheet, attach all required documents, and submit to the University of the Virgin Islands Financial Aid Office. If you have questions about verification, contact us at 340-692-4193, St. Croix or at 340-693-1090, St. Thomas.

### What you should do

1. Talk to your financial aid administrator if you have any questions about completing this worksheet.
2. Complete and sign the worksheet.
3. Submit the completed worksheet and any other required documents your school requests to your financial aid administrator.
4. Your financial aid administrator will compare information on this worksheet and any supporting documents with the information you submitted on your FAFSA. You or your school may need to make corrections electronically or by using your Student Aid Report (SAR).

### A. Student's Information

|                                       |            |          |                                |           |
|---------------------------------------|------------|----------|--------------------------------|-----------|
| Last Name                             | First Name | M.I.     | Social Security Number         | ID Number |
| Mailing Address                       |            |          | Date of Birth                  |           |
| City                                  | State      | Zip Code | Email Address                  |           |
| Home Phone Number (include area code) |            |          | Alternate or Cell Phone Number |           |

### B. Student's Family Information

List below the people in your household. Include:

- Yourself.
- Your spouse, if you are married.
- Your children, if any, if you will provide more than half of their support from July 1, 2019 through June 30, 2020, or if the child would be required to provide your information if they were completing a FAFSA for 2019-2020. Include children who meet either of these standards, even if they do not live with you.
- Other people if they now live with you, you provide more than half of their support and will continue to provide more than half of their support from July 1, 2019 through June 30, 2020.

Include the name of the college for any household member who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2019 and June 30, 2020. **If more space is needed, attach a separate page with the student's name and UVI student ID number at the top.**

| Full Name                    | Age | Relationship  | College/University               | Will be Enrolled at least half time (6 or more credits) |
|------------------------------|-----|---------------|----------------------------------|---|
| <i>Marty Jones (example)</i> | 28  | <i>Spouse</i> | <i>Central University</i>        | Yes   |
|                              |     | Self          | University of the Virgin Islands |   |
|                              |     |               |                                  |   |
|                              |     |               |                                  |   |
|                              |     |               |                                  |   |
|                              |     |               |                                  |   |

**Note: Additional documentation for the household member(s) enrolled at an eligible postsecondary educational institution may be required.**

**C. High School Completion Status**

Provide one of the following documents that indicate the student's high school completion status when the student will begin college in 2019-2020:

- 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 General Educational Development (GED) certificate or GED transcript.
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit towards a bachelor's degree.
- 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 a 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 documents the successful completion of a secondary school education in a homeschool setting.

**D. Identity and Statement of Educational Purpose (See Enclosed Supplement Form) Student's Information**

- If you are able to submit this form in person, you must complete **Section F - Part 1** in the presence of your Financial Aid Officer at your school.
- If you are unable to submit this form in person, you must complete **Section F - Part 2** in the presence of a Notary Public and mail the completed form and notarized document to your school's Financial Aid Office.

**E. Certification & Signature**

I certify that all the information reported on this worksheet is complete and correct. The student must sign this worksheet. If married, the spouse's signature is optional.

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature

\_\_\_\_\_  
Date

**Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the University of the Virgin Islands financial aid office.**



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## Section F - Part 1: Identity and Statement of Educational Purpose

\_\_\_\_\_  
 Last Name                                      First Name                                      M.I.                                      Social Security Number                                      ID Number

If you are able to submit this form in person, you must complete **Section F - Part 1** in the presence of your Financial Aid Officer at your school.

The student must appear in person at \_\_\_\_\_ **University of the Virgin Islands** \_\_\_\_\_ to verify  
*(Name of Postsecondary Educational Institution)*

his or her identity by presenting a **valid, not expired, 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 with the date it was received and the name of the official at the institution authorized to collect the student's ID.

In addition, the student must sign, in the presence of the institutional official, the following:

### **Statement of Educational Purpose**

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

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 \_\_\_\_\_ **University of the Virgin Islands** \_\_\_\_\_ for 2019-2020.  
*(Name of Postsecondary Educational Institution)*

\_\_\_\_\_  
*(Student's Signature)*

\_\_\_\_\_  
*(Student's ID Number)*

\_\_\_\_\_  
*(Date)*

### ***Office Use Only***

\_\_\_\_\_  
*Financial Aid Officer's Name*

\_\_\_\_\_  
*Financial Aid Officer's Signature*

\_\_\_\_\_  
*Date*

