

Verification is a quality-control method used by the U.S. Department of Education to check the accuracy of the information submitted on the Free Application for Federal Student Aid (FAFSA). Certain students are selected at random while others are chosen based on probable errors or inconsistencies on the FAFSA. All schools that disburse Title IV funds are required to participate in the verification process.

If you are selected for verification, you will be required to submit a verification worksheet, prior year IRS tax transcripts, and/or a W-2. Also, students will receive a missing notification letter from the Office of Financial Aid & Scholarships informing them of the verification process if selected.

**Important:** Please submit all requested forms and supporting documentation together at the same time. No processing can occur until all documentation is received.

**Participation in the verification process is not optional.** If selected for verification, students must submit the requested documentation. If he/she opts not to submit the required documentation, the student will not be eligible to receive federal or institutional need-based financial aid. Students selected for verification will not be packaged for financial aid until our office has received all requested documentation and the verification has been performed by the financial aid counselor. **Please allow up to two (2) weeks processing time after submitting verification documents.**