



2022-2023 Verification Policy  
Dependent Student

Group 4  
Custom Verification Group

- ❖ **Purpose:** This policy sheet is designed to help you understand the verification process. Your application was selected for review in a process called verification. In this process, the law states schools have the right to ask you for this information before awarding federal aid. **Complete Section A and C of the verification form in person at the Student Financial Services Office as soon as possible to avoid delays in financial aid processing. If unable to appear in person, you may complete Section B and C in front of a notary and then mail a copy to our office. If you are unable to complete in front of a notary, you may sign and submit all required documentation via email.**
- ❖ **Deadline:** You must complete the verification worksheet and submit the supporting documentation by the end of the first semester you attend for the academic year in which you have been selected for verification. **You are not eligible to receive any Federal, Title IV financial aid disbursements until you have completed this process.** Verifications submitted after the first attended semester will not be evaluated and therefore you will not receive any campus based aid or federal loans for that year. However, if you have extenuating circumstances on why you were not able to meet the deadline you may file a written appeal to the Director of Student Financial Services for consideration.
- ❖ **Corrections:** Based on the items submitted, the Student Financial Services office will enter the data into the Department of Education software and once information is recalculated, our office will make any applicable changes. Should additional information be needed, you will be contacted by email and/or mail.
- ❖ **Notification:** Within one week of completing the verification, the Student Financial Service office will notify you by email if the verification resulted in a different Expected Family Contribution (EFC).
- ❖ Please contact your Financial Service Adviser with any questions; we are here to help you.

Phone: 248-218-2127  
Fax: 248-218-2065  
Email: [sfs@rochesteru.edu](mailto:sfs@rochesteru.edu)

Address:  
Rochester University  
Attn: Student Financial Services  
800 W Avon Rd  
Rochester Hills MI 48307



## 2022-2023 Verification Worksheet - Dependent

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### Identity and Statement of Educational Purpose

#### A. Statement of Educational Purpose (Signed in person at the University)

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The student must appear in person at Rochester University to verify his or her identity by presenting a 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 with the date it was received and the name of the official at the institution authorized to verify 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 Rochester University for 2022-2023.

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

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

#### B. Statement of Educational Purpose (Signed in front of a Notary, if unable to Sign in person at the University)

\*Based on 2022-2023 COVID flexibility regulations, if unable to sign in front of a Notary, you may sign and send the required documentation via email.

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If the student is unable to appear in person at Rochester University to verify his or her identity, the student must provide to the University: (a) an unexpired and valid government-issued photo identification (ID), 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.

In addition, the student must sign, in the presence of the notary, 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 Rochester University for 2022-2023.

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

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

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**C. Sign this Worksheet (must be printed and signed, we are not able to accept typed or digital signatures)**

By signing this worksheet, we certify that all the information reported on it is complete and correct. At least one parent must sign this form.

\_\_\_\_\_  
Student Signature (required)                      Date

\_\_\_\_\_  
Parent Signature (required)                      Date

*WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both. If a student is unable to visit in person a notarized copy of this signed worksheet will be accepted.*

If applicable, Notary's Certificate of Acknowledgment

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

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

On \_\_\_\_\_, before me, \_\_\_\_\_,  
(Date)    (Notary's name)

personally appeared, \_\_\_\_\_, and proved to me  
(Printed name of signer)

because of satisfactory evidence of identification \_\_\_\_\_  
(Type of unexpired 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)