



## 2022-2023 Verification Policy - Dependent Student

### Group 5 - Aggregate 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 the attached verification form and submit it to the Student Financial Services Office by mail, email or fax as soon as possible to avoid delays in financial aid disbursements. Follow the directed steps in this packet to ensure Rochester University will be comparing information from your FAFSA application to official IRS data of your parents and your Federal tax information. If there are differences between your FAFSA information and your IRS financial data, your Financial Service Advisor must make corrections electronically.
- ❖ **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 or aid 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 Advisor with any questions; we are here to help you.

**2022-2023 Verification Worksheet**

**A. Student Information**

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_____ Last Name	_____ First Name	_____ M.I.	_____ Social Security Number
_____ Address			_____ Date of Birth
_____ City	_____ State	_____ Zip code	_____ Phone Number

\_\_\_\_\_  
Email

**Identity and Statement of Educational Purpose**

**G. 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)

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

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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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Fax: 248-218-2065

Email: [sfs@rochesteru.edu](mailto:sfs@rochesteru.edu)

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