

**VERIFICATION PROCESS**

2023-2024

This procedure applies to all students selected for verification by the U.S. Department of Education. The Office of Economic Assistance will request additional information to validate the information you provided in your application. The Financial Aid Office identifies the cases selected by the system and notifies by letter that you were selected for verification, the necessary documents that must be completed, and the deadline for submitting these required documents. All scholarships selected by the U.S. Department of Education, identified with an asterisk (\*) next to the EFC, as well as those that the Financial Aid Office understands contain criminal information will be verified.

**Students selected for verification will be placed in one of the following groups. The group determines what FAFSA information needs to be verified for the student.**

The Financial Aid Office will not disburse any financial aid programs or Student Loan applications for students who do not complete the verification process.

A student who does not complete the process within the year of aid will not receive any Title IV financial aid funds. If upon review of the documentation submitted by the student and it is understood that the student has issued false, fraudulent, or other criminal conduct to receive Title IV funds, such student will be referred to the Office of Inspector General, as established by federal regulations.

**Standard Group V1**

Students in this group should verify the following if they are tax filers:

- Adjusted gross income
- Income tax paid
- Untaxed portions of IRA distributions
- Untaxed portions of pensions
- IRA deductions and payments
- Tax-exempt interest income
- Educational Credits
- Family
- University Students

Students who are not tax filers should verify the following:

- Earned income from work
- household size
- University Students  
Non filling letter

**NOTE:** Applicants may move from previously assigned Groups V1 and V4 to Verification Tracking Group V5. The applicant should only check additional items in V5 that were not previously verified.

**Verification Group V2-Reserved by the Federal Department of Education**

**Verification Group V3-Reserved by the Federal Department of Education**

**Verification Group V4**

- Students must check high school completion status
- Identity and a statement of educational purpose.

**NOTE:** Applicants may be transferred from Groups V1, V4 previously assigned to Verification Tracking Group V5. The applicant should only check additional items in V5 that were not previously verified.

**Aggregate Verification Group V5**

- Applicants may be transferred from Groups V1, V4 previously assigned to Verification Tracking Group V5.
- The applicant should only check additional items in V5 that were not previously verified.

**Verification Group V6- Reserved by the Federal Department of Education**

## Auxiliar Vice President for Financial Aid



### Cases that may be exempt from verification

1. The applicant is eligible to receive only unsubsidized student financial aid.
2. Students incarcerated at the time of verification.
3. Recent immigrants arriving in the United States during the academic year.
4. Students who completed the verification process at another institution during the same academic year. A letter from the other institution should be requested that includes the following information:
  - a. Certification that verification was completed or Verified
  - b. ISIR transaction number
5. Residents of the Pacific Islands (Guam, American Samoa, Commonwealth of the Northern Mariana Islands, Micronesia, and Republic of Palau).
6. Spouses (of an independent married student) or parents (of a dependent student) may not sign if one of the following conditions applies:
  - o Reside in territories outside the United States and cannot be contacted by normal means of communication.
    - a. Death or physical or mental disability or whereabouts unknown.

Revised July 14, 2023