



2021-2022 Verification Worksheet V4 – Custom Group

Financial Aid

Your 2021-2022 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Clark State College is required to collect the following information and compare it to the information reported on the FAFSA. If any discrepancies are found, we will make the corrections to your FAFSA. No federal financial aid will be offered until all discrepancies have been resolved and the FAFSA has been corrected.

We cannot accept digital signature(s). After completing all sections electronically, print the document and complete with a wet ink signature. Completed documents can be submitted in person, through email, fax, and mail.

SECTION A: Student Information

Name: _____ Student ID Number: _____
Address: _____ City: _____ State: _____ Zip: _____
Primary Phone: _____

SECTION B: High School Completion Status (REQUIRED)

Provide one of the following documents to indicate the student’s high school completion status when the student begins college in 2021-2022:

- A copy of the student’s high school diploma.
- For students who completed secondary education in a foreign country, a copy of the “secondary school leaving certificate” or other similar document.
- A copy of the student’s final official high school transcript that shows the date when the diploma was awarded.
- A state certificate or transcript received by a student after the student passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State authorized examination).
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor’s degree.
- For a student who was homeschooled in a state where state law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a student who was homeschooled in a state where state law does not require the student to obtain a secondary school completion credential for homeschooling (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 includes a statement that the student successfully completed a secondary school education in a homeschool setting. A student who is unable to obtain the documentation listed above must contact the financial aid office.

SECTION C: Certification Statement ****Digital signatures are not permitted****

I certify that all of the information on this form and accompanying documents are true and complete to the best of my knowledge. Furthermore, I affirm that I have not knowingly or intentionally provided any false or fraudulent documentation.

Student Signature: _____ Date: _____

Parent Signature(if parent information is provided): _____ Date: _____

SECTION D: Identity and Statement of Educational Purpose (Required to be signed at the Financial Aid Office)

The student must appear in person at Clark State College to verify his or her identity by presenting an unexpired 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 by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student’s ID.

In addition, the student must sign, **in the presence of the institutional official**, the Statement of Educational Purpose.

Statement of Educational Purpose

I certify that I _____ am the individual signing this Statement of Educational Purpose
 (Print Student’s Name)

and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Clark State College for 2021–2022.

_____ Date _____
 Student’s Signature Student’s ID Number

OFFICE USE ONLY

I certify that I have received a valid copy of unexpired identification.

_____ Date _____
 Print Financial Aid Staff Member Name Signature

If the student is unable to appear in person at Clark State College to verify his or her identity, the student must provide to the institution:

- A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver’s license, other state-issued ID, or passport; and
- The original Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

Notary’s Certificate of Acknowledgement:

State of _____ City/County of _____ On _____,

before me, _____, personally appeared, _____ and
 (Notary’s Name) (Printed name of signer)

proved to me on the basis of satisfactory evidence of identification _____ to be
 (Type of government-issued photo ID provided)

the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal:

_____ My commission expires on _____
 (Notary signature) (Date) (Place Seal Here)