

2022-2023 Dependent Verification Worksheet

Your 2022-2023 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before processing Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, the financial aid staff at Manhattanville College will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. **You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the Financial Aid Office at Manhattanville College.** We may ask for additional information. If you have questions about verification, contact the Financial Aid Office as soon as possible so that your financial aid will not be delayed.

A. Dependent Student's Information

Student's Last Name	Student's First Name	M.I.	Student's ID Number
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	Student's Email Address
Student's Home Phone Number (include area code)			Student's Alternate or Cell Phone Number

B. High School Completion Status

Provide one of the following documents that indicate the student's high school completion status when the student will begin college in 2022-2023:

- ✓ A copy of the student's high school diploma.
- ✓ A copy of the student's financial official high school transcript that shows the date when the diploma was awarded.
- ✓ A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- ✓ A copy of the student's General Education Development (GED) certificate or GED transcript.
- ✓ 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.
- ✓ If State law requires a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential.
- ✓ If State law does not require a homeschooled student to obtain a secondary school completion credential for homeschool (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 documents the successful completion of a secondary school education in a homeschool setting.

If the student is unable to obtain the documentation listed above, he or she must contact the Financial Aid Office.

C. Identity and Statement of Educational Purpose

The student must appear in person at Manhattanville 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 provided below.

Statement of Educational Purpose

I certify that I _____ am the individual signing
(Print Student's Name)

this 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 Manhattanville College for 2022–2023.

(Student's Signature)

(Date)

(Student's ID Number)

C. Verificación de Identidad y Declaración de Propósito Educativo (Para ser firmadas en la institución)

El estudiante debe comparecer en persona en Manhattanville College para verificar su identidad mediante la presentación de una identificación con fotografía (ID) válida emitida por el gobierno que no haya expirado, como una licencia de conducir, otro tipo de identificación emitida por el estado o pasaporte, entre otros. La institución conservará una copia de la identificación con fotografía del estudiante en la cual se anotará la fecha en la que se recibió y revisó, y el nombre del funcionario de la institución autorizado a recibir y revisar las identificaciones de los estudiantes.

Además, el estudiante debe firmar, en presencia del funcionario de la institución, la Declaración de Propósito Educativo proporcionada a continuación.

Declaración de Propósito Educativo

Certifico que yo, _____, soy el individuo que firma esta
[Imprimir nombre del estudiante]

Declaración de Propósito Educativo, y que la ayuda financiera federal estudiantil que yo pueda recibir sólo será utilizada para fines educativos y para pagar el costo de asistir a Manhattanville College para 2022–2023.

[Firma del estudiante]

[Fecha]

[Número de identificación del estudiante]

**Identity and Statement of Educational Purpose
(To Be Signed in the Presence of a Notary)**

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

- (a) 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
- (b) 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.

**Verificación de Identidad y Declaración de Propósito Educativo
(Para ser firmadas en presencia de un notario)**

Si el estudiante no es capaz de comparecer en persona en Manhattanville College para verificar su identidad, el mismo debe proporcionar a la institución:

- (a) una copia de la de identificación con fotografía (ID) válida emitida por el gobierno que no haya expirado, que se reconoce en la declaración del notario que aparece a continuación, o que se presenta ante un notario, como una licencia de conducir, otro tipo de identificación emitida por el estado o pasaporte, entre otros; y
- (b) la Declaración de Propósito Educativo original proporcionada a continuación debe ser notariada. Si la declaración del notario aparece en una página separada de la Declaración de Propósito Educativo, se debe indicar de manera clara que la Declaración de Propósito Educativo era el documento notariado.

Notary's Certificate of Acknowledgement

State of _____

City/County of _____

On _____, before me, _____

(Date)

(Notary's Name)

personally appeared, _____, and provided to me on basis of satisfactory evidence of

(Printed name of signer)

identification _____ to be the above-named person who signed the foregoing

(type of government-issued photo ID provided)

Instrument.

WITNESS my hand and official seal

(seal)

(Notary Signature)

My commission expires on _____

(Date)

D. Certifications and Signatures

Each person signing below certifies that all of the information reported is complete and correct.

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

Please note: Signature(s) must be handwritten (“wet” signatures). Electronic signatures, either typed or with a stylus, will not be accepted.

Student’s Signature

Date

Parent’s Signature

Date

**Do not mail this worksheet to the U.S. Department of Education.
Submit this worksheet to Manhattanville College Office of Financial Aid.
You should make a copy of this worksheet for your records.**

Please send all documents to: Manhattanville College Office of Financial Aid, 2900 Purchase Street, Purchase, NY 10577, Fax these documents to our office at 914-323-5382 or email them to finaidmail@mville.edu. If you have any questions about completing this worksheet contact our office at 914-323-5357.

***PLEASE NOTE: Please DO NOT EMAIL documentation that contains Social Security Numbers to the Financial Aid Office**