

2023-2024 VERIFICATION WORKSHEET [V4]



Your application for federal financial aid has been selected for review in a process called *verification*. Verification is the process used by the U.S. Department of Education to confirm that tax and other household data reported on the FAFSA form is accurate. Please review our website at www.xavier.edu/verification to learn more about this federal requirement. Financial aid offers for current/returning students will not be generated until verification is finalized. **Federal aid will not be disbursed for students who have not completed verification.** Please provide the required documents by June 15.

A STUDENT INFORMATION

Student's Last Name

First Name

M.I.

Xavier ID Number

B IDENTITY & STATEMENT OF EDUCATIONAL PURPOSE

Students must choose **either** Option A **or** Option B based on whether they are able to come to the Office of Student Financial Services in person.

Option A - Sign in Person at Xavier

The student must appear in person at the Office of Student Financial Services at Xavier University to do the following:

1. 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.)
2. Sign the Statement of Educational Purpose on page 2 of this document in front of a member of the Office of Student Financial Services staff.

Option B - Sign in Front of a Notary

If the student is unable to appear in person at the Office of Student Financial Services at Xavier University to verify his or her identity, the student must do the following:

1. Sign the Statement of Educational Purpose on page 2 of this document in front of a notary.
2. Make a copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement on page 2 of this worksheet, such as, but not limited to, a driver's license, other state-issued ID, or passport.
3. Submit both pages of this worksheet **and** the copy of the photo ID to the Office of Student Financial Services at Xavier University by mail or in person to:

Office of Student Financial Services, Xavier University
3800 Victory Pkwy
Cincinnati, OH 45207-5111

This worksheet cannot be accepted by email or fax.

B IDENTITY & STATEMENT OF EDUCATIONAL PURPOSE [CONT.]

This statement must be signed in the presence of a Xavier official in the Office of Student Financial Services or in front of a notary.

Statement of Educational Purpose

I certify that I _____ am the individual signing this Statement of
Print Student's Name

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 Xavier University for 2023-2024.

Student Signature

Date

This section is required for students who sign the Statement of Educational Purpose in front of a notary per Option B.

Notary's Certificate of Acknowledgment

State of _____ City/County of _____

On _____, before me, _____
Date Notary's Name

personally appeared, _____, and proved to me because of satisfactory
Printed Name of Signer (Student)

evidence of identification _____ to the above-named person who signed the
Type of Unexpired Government Issued Photo ID Provided

foregoing instrument.

WITNESS my hand and official seal

(seal)

Notary Signature

My commission expires on _____ .

