



Office of Student Financial Services

3800 Victory Parkway
Cincinnati, OH 45207-5111
Phone: (513) 745-3142

2025-2026 Verification of Identity

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 the data reported on your 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.**

INSTRUCTIONS: 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 - 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.
2. 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.

Option B - In Person with a Notary

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

1. Verify his or her identity by presenting an unexpired valid government-issued photo identification (ID) to a notary. Acceptable forms of identification include, but are not limited to, a driver's license, other state-issued ID, or passport.
2. Have the notary complete the Certificate of Acknowledgement included on page 2 of this document.
3. Make a copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement on page 2.
4. Submit page 2 of this document along with 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

The Identity documentation cannot be accepted by email or fax.



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This page is required for students who verify their identity 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
Type of Unexpired Government-Issued Photo ID Provided

the foregoing instrument.

WITNESS my hand and official seal

(seal)

Notary's Signature

My commission expires on _____.