

Shepherd University 2019-2020 Verification: V4 Custom

Your 2019 – 2020 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. To verify you have provided correct information, we will compare your FAFSA with the information on this institutional verification document and any other required documents. If there are differences, your FAFSA information may need to be corrected and we may ask for additional information. If you have questions, contact the Office of Financial Aid as soon as possible so your financial aid will not be delayed. **Your financial aid CANNOT be processed until verification has been completed.**

Step 1: Student's Information – Complete all information

Student's Last Name

Student's First Name

Student's M.I.

Student's Shepherd ID Number

Student's Street Address (include apt. no.)

Student's Date of Birth

City

State

Zip Code

Student's Home Phone

Student's Shepherd Email Address @rams.shepherd.edu

Student's Cell Phone

Step 2: High School Completion Status – Provide Documentation

Provide one of the following documents indicating your high school completion status:

- A copy of your high school diploma; or
- A copy of your final official high school transcript that shows the date the diploma was awarded; or
- A copy of your General Educational Development (GED) certificate or GED transcript; or
- A copy of your Test Accessing Secondary Completion (TASC) ; or
- An academic transcript that indicates you successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree; or
- 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 the credential; or
- 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 your parent or guardian, that lists the secondary school courses you completed and documents the successful completion of a secondary school education in a homeschool setting; or
- If you completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.

If you are unable to obtain the documentation listed above, you must contact the Office of Financial Aid.

Step 3: Student's Identity and Statement of Educational Purpose

If you are unable to appear in person at Shepherd University to verify your identity, you must provide:

- A copy of the valid government-issued photo identification (ID) that is acknowledged in the notary statement below, such as but not limited to a driver's license, other state-issued ID, or passport; and
- The **original notarized** Statement of Educational Purpose provided below.

Statement of Educational Purpose

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

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 Shepherd University for 2019-2020.

Student's Signature

Date

Student's Shepherd ID Number

Notary's Certificate of Acknowledgement

State of _____ City/County of _____

On _____, before me, _____,
(Date) (Notary's name)

personally appeared, _____, and proved to me on basis of satisfactory
(Printed name of signer)

evidence of identification _____ to be the above-named person who signed
(Type of government-issued photo ID provided)
the foregoing instrument.

WITNESS my hand and official seal
(seal)

(Notary signature)

My commission expires on _____
(Date)

Step 4: Certification and Required Signatures

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

Student Signature

Date

Parent Signature

Printed Parent Name

Date

Step 5: Submit Completed Form and Required Documents – Mail, Email, or Fax

Shepherd University Office of Financial Aid
PO Box 5000, Shepherdstown, WV 25443-5000

Phone: (304) 876-5470 Fax: (304) 876-5238
Email: faoweb@shepherd.edu

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