

Shepherd University 2026-2027 Verification: V4 Custom

Your 2026 – 2027 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. **This form must be completed IN-PERSON either in the Office of Financial Aid, or in the presence of a notary and physically returned to the Office of Financial Aid. Electronic copies/signatures are not acceptable.** Please present a valid government-issued photo ID for the process. Your financial aid cannot be packaged until verification is complete. **We are required to notify the Department of Education of these results within 60 days of sending you this form. Please attempt to complete and return it within 50 days.**

Student's Last Name

Student's First Name

Student's M.I.

Student's Shepherd ID Number

Student's Phone Number

Student's Date of Birth

OPTION #1: To be completed in the presence of the Office of Financial Aid

On _____, before me, _____, personally appeared,
(Date) (Financial Aid Advisor's name)

_____, and proved to me on basis of satisfactory evidence of identification
(Printed name of signer)

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

(Financial Aid Advisor's signature)

OPTION #2: To be completed in the presence of a notary

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 below.

Notary's Certificate of Acknowledgement

On _____, before me, _____, personally appeared,
(Date) (Financial Aid Advisor's name)

_____, and proved to me on basis of satisfactory evidence of identification
(Printed name of signer)

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

WITNESS my hand and official seal

(Notary's signature)

(seal)

My commission expires on _____
(Date)

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

Return to:
Shepherd University - Office of Financial Aid
P.O. Box 5000, Shepherdstown, WV 25443-5000