You've been Selected for Verification... now what?

A quick guide for students who are selected for verification

1

Log on and Check:

Log onto your college's online *student account* and **check your financial aid status!**

Check to see if you have any required documents you need to submit.

2

Gather Your Documents:

Obtain the required documents. Make copies or scan them for your own records, in case you need them again later.

3

Send Verification Materials:

Submit the required documents for verification by following the directions provided by the college.

4

Keep Checking In:

Continue to log in to your college's ***online student account and college email*** to check for updates.

Communicate with the college's **Financial Aid Office** if you have questions.
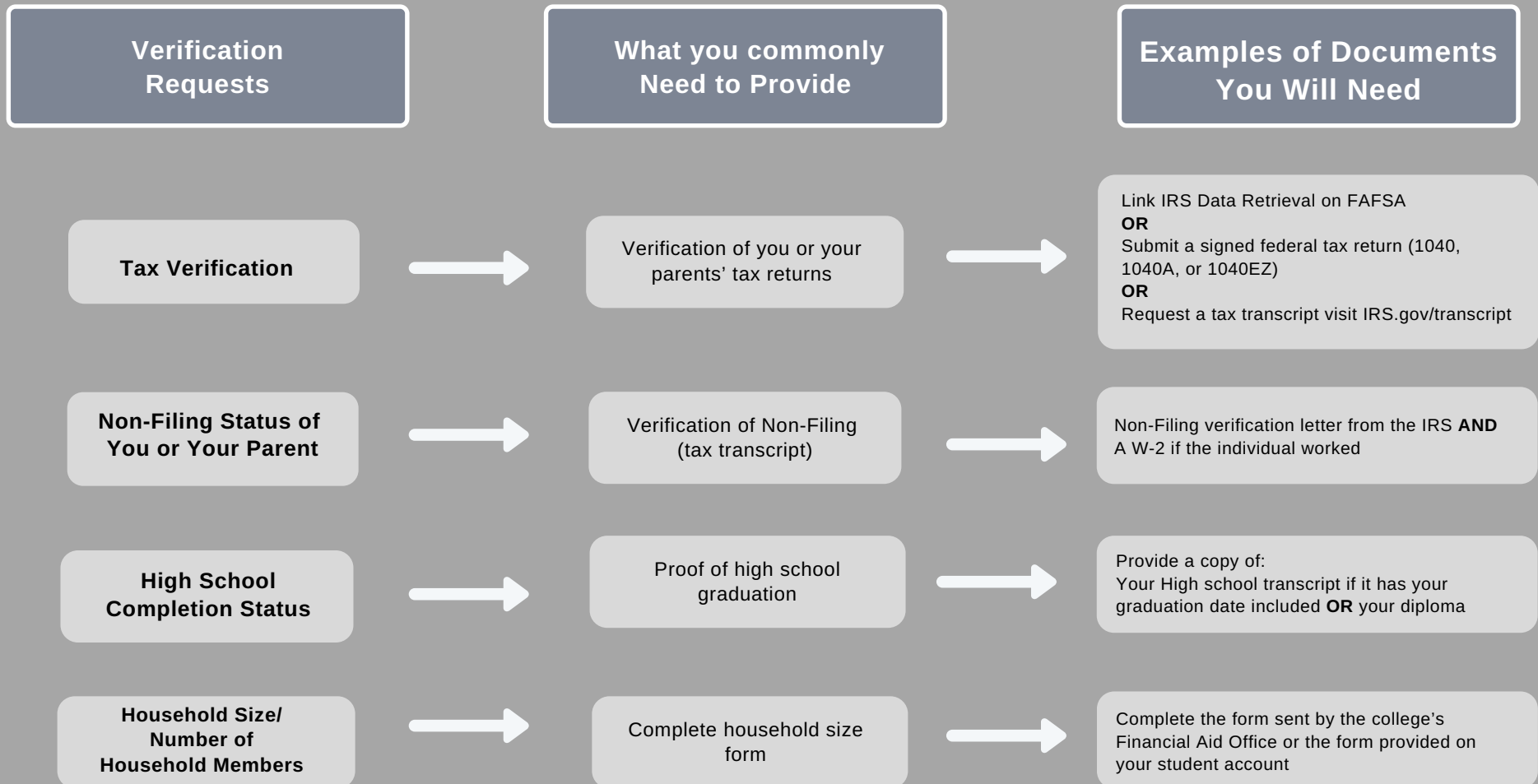
5

Receive Aid:

Review your award from the college. Make sure to *accept* what you need.

Be careful about accepting loans. Call your college's Financial Aid Office for help understanding the award.

Partners Access College Together - Portland, OR.

There are *all types* of **verification requests**, and each college you apply to may call them different things.
Below are four things that are *often requested for verification*, with **examples** of what you may need to submit.

Remember, this is a normal process and it is okay! Always know that there is help available.

If you need help contact your support network at your high school, the college counselors, community based college advocates, or the Financial Aid Office at your college.

Verification Requests		What you commonly Need to Provide		Examples of Documents You Will Need
Tax Verification	→	Verification of you or your parents' tax returns	→	Link IRS Data Retrieval on FAFSA **OR** Submit a signed federal tax return (1040, 1040A, or 1040EZ) **OR** Request a tax transcript visit IRS.gov/transcript
Non-Filing Status of You or Your Parent	→	Verification of Non-Filing (tax transcript)	→	Non-Filing verification letter from the IRS **AND** A W-2 if the individual worked
High School Completion Status	→	Proof of high school graduation	→	Provide a copy of: Your High school transcript if it has your graduation date included **OR** your diploma
Household Size/ Number of Household Members	→	Complete household size form	→	Complete the form sent by the college's Financial Aid Office or the form provided on your student account

TIP: Once you have *submitted your documents*, the verification process can take **4 to 6 weeks** (*depending on the college*).
Important: Regularly check your college's online student account and email, and communicate with your college's Financial Aid Office.