

Student Financial Aid Office 1003 Monroe Avenue Memphis, TN 38104

Office: (901) 575-2247

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## 2020-2021 CUSTOM INSTITUTIONAL VERIFICATION WORKSHEET (V4)

Federal financial aid guidelines require the Student Financial Aid Office to collect and maintain this documentation as part of your personal file. This form must be returned in person and signed in front of a Financial Aid Office Staff member OR the original documents must be mailed after notarization.

DO NOT fax or email this form.

A. STUDENT INFORMATION			
Student Name:			
Student ID#:	Date of Birth:		
Permanent Address:			
City/State/Zip:	Phone:		
B. HIGH SCHOOL COMPLETION STATUS			
Please select which option describes you:			
<ul> <li>I DID graduate from high school and have a high set</li> <li>I DID receive a GED.</li> <li>I DID graduate from a home school program.</li> <li>I DID NOT receive a high school diploma or its equal program.</li> </ul>	·	rces.	
If you graduated from high school, home school program o office.	r received a GED, you must provic	le documentation to our	
C. IDENTITY AND STATEMENT OF EDUCATIONA	L PURPOSE - IN PERSON		
The student must appear in person at the Financial Aid Office to verify his or her identity by presenting a 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 with the date it was received and the name of the official at the institution authorized to collect the student's ID. In addition, the student must sign, in the presence of the institutional official, the following:			
Statement of Educational Purpose			
I certify that I (Print Student's Name)Statement of Educational Purpose and that the Feder used for educational purposes and to pay the cost of 2021.		I may receive will only be	
Student's Signature	Date	Staff Witness:	

## D. BY MAIL (Originals required, fax NOT acceptable)

If the student is unable to appear in person at the Financial Aid Office to verify his or her identity, the student must provide both: (To Be Signed With Notary)

- (a) 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
- (b) The original notarized Statement of Educational Purpose provided below.

State of	ficate of Acknowledgement	
City/County of		
On (Date), before me (N	lotary's name),	
personally appeared (Printed name of signer) , _		,
and provided to me on basis of satisfactory evide	ence of identification (Type of gov	ernment-issued photo ID
	_ to be the above-named person	who signed the foregoing
instrument.		
WITNESS my hand and official seal (seal)		
My commission expires on (Date)	(Notary signature)	
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E. CERTIFICATION AND SIGNATURE		
Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.		WARNING: If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.
Student's Name (Print)		
Student's Signature (Required)	Date (Required)	-
Parent's Signature (Required if Dependent)	Date (Required)	-