



# Custom Verification Worksheet (V4) 2022-2023

Office of Financial Aid

Your 2022-2023 FAFSA was selected for a review process known as verification. This means that you are now required to complete and return this worksheet to Springfield College Office of Financial Aid. We will compare your FAFSA data with the information provided on this worksheet. If there are differences we will update your FAFSA, and if necessary, recalculate your eligibility for federal and institutional aid. If you have any questions, please contact us at 413.748.3108 or for ROCE students: 413.748.3112 or via email @ [financialaid@springfieldcollege.edu](mailto:financialaid@springfieldcollege.edu).

## SECTION A: Student's Information

College ID: \_\_\_\_\_

Student's Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_

Student's Street Address (include apt. number) \_\_\_\_\_ Student's Phone Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Student's Email Address \_\_\_\_\_

Student's marital status:  Single  Married  Separated Student Status: New student  Continuing student (circle one)

## SECTION B: Identity & Statement of Educational Purpose: (To Be Signed at the Institution)

The student must appear in person at Springfield College to 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. 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. In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below. Identity and Statement of Educational Purpose (To Be Signed in the Presence of a Notary) If the student is unable to appear in person at Springfield College to verify his or her identity, the student must provide to the institution: (a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; and (b) The original Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

Statement of Educational Purpose:

I certify that I \_\_\_\_\_ am the individual signing this Statement of  
*(Print student's Name)*

Educational 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 Springfield College for 2022-2023.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's ID Number: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Student's ID Number: \_\_\_\_\_

***For Springfield College Use only:  
Authorization form which was signed at the Institution***

\_\_\_\_\_  
Name of Springfield College employee

\_\_\_\_\_  
Signature of authorized Springfield College employee

\_\_\_\_\_  
Date viewed documents and signing statement

***Notary's Certificate of Acknowledgement***

State of \_\_\_\_\_

County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_, personally  
(date) (name of notary public)

appeared, \_\_\_\_\_, and proved to me on basis of  
(printed name of signer)

satisfactory evidence of identification \_\_\_\_\_  
(type of unexpired government-issued photo ID provided)

to be the above-named person who signed the foregoing instrument.

**Witness my hand and official seal**

\_\_\_\_\_  
Notary signature

My commission expires on \_\_\_\_\_

Student's Name: \_\_\_\_\_

Student's ID Number: \_\_\_\_\_

**SECTION C: Certification and Signatures**

Each person signing below certifies that all of the information reported is complete and accurate. The student and one parent whose information was reported on the 2022-2023 FAFSA must sign and date.

**Referral of Fraud Cases**

If we suspect that a student, employee, or other individual has misreported information or altered documentation fraudulently to obtain federal funds, we are required to report our suspicions and provide any evidence to the U.S. Office of Inspector General.

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

\_\_\_\_\_  
Student's signature (ink)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's (or Spouse's) signature (ink)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's email address

**IMPORTANT: Please note that the *Statement of Educational Purpose* must have "wet" signatures. This means that this form CANNOT be faxed or scanned to us. Please mail or hand-deliver this completed form to the Office of Financial Aid, Springfield College, 263 Alden Street, Springfield, MA 01109-3797.**

Thank you for your assistance with the verification process.

Updated: 9/2/21