



VERIFICATION REQUEST 2019–2020
Independent Verification (V4)

Please Print: _____
Last Name First Name

NDC ID

Now that you have submitted your FAFSA for the 2019–2020 award year, you have a few more steps to complete before you can be awarded federal financial aid.

- The federal government selected your FAFSA for further review. This process is called “Verification.” You did not do anything wrong—the government has requested that we collect additional documentation to verify your federal aid eligibility.
- The verification process requires you provide to NDC the following paperwork:
 - 1) Copy of your high school diploma or your official high school transcript (showing the date you completed high school) to the Notre Dame College Office of Admissions.
 - 2) “Affirmation of Identity/Statement of Educational Purpose” form (attached). Form may be completed in person in the Financial Aid Office or notarized and mailed.
 - 3) Signature, as requested below.
- Submit this completed verification worksheet and all other requested documents to the NDC Office of Financial Aid:

Mail: Notre Dame College, Office of Financial Aid, 4545 College Road, South Euclid, OH 44121
Fax: 216.803.6673
e-mail: finaid@ndc.edu
- You can keep track of what you have submitted and what is missing at [My.NDC](#) under the Financial Aid Tab. (Click on “View Financial Aid Document Tracking.”)

Thank you!

Notre Dame College Office of Financial Aid

We are here to help you. Contact us for assistance by phone (216.373.5213), e-mail (finaid@ndc.edu), or visit our office. You may walk-in or schedule an appointment.

SIGN THIS WORKSHEET: (READ CAREFULLY)

All students must sign. **Warning: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.** Incomplete forms will be returned to the student via U.S. mail; missing information will be requested via student’s NDC e-mail. Students without an NDC e-mail account will receive requests through the mail.

Student's Signature Date Student contact (phone/cell phone)

By signing this worksheet, I certify that all the information reported on this worksheet is complete and correct.

Affirmation of Identity and Statement of Educational Purpose

- 1) The student must appear in person at Notre Dame College (Office of Financial Aid) 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.

In addition, the student must sign, in the presence of the Financial Aid staff member, the **Statement of Educational Purpose** provided below.

- 2) If the student is unable to appear in person at Notre Dame College (Office of Financial Aid) to verify his or her identity, the student must provide to the institution:
- 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; and
 - 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.

Statement of Educational Purpose

I certify that I, _____, am the individual signing this **Statement of 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 **Notre Dame College for 2019–2020**.

Student signature

Date

Student ID#

Notary's Certificate of Acknowledgement (if student is unable to sign in person)

State of _____ City/County of _____ on _____,
Date

before me, _____, personally appeared
(Notary's name)

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

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

WITNESS my hand and official seal:

(Seal)

(Notary signature)

My commission expires on _____
Date

OFFICE USE ONLY (if signed in person)

Financial Aid staff member signature

Date