

Verification Information

If your FAFSA is selected for Verification, you will be required to submit additional documentation to the Office of Financial Aid in order to be eligible for federal student aid.

As the U.S. Department of Education moves towards a more “customized” verification, not every student selected will be required to provide the same information. If your application is selected for verification, our office will send you, by mail, the correct Verification Worksheet.

If you require another copy of the Verification Worksheet, log into the portal at [My.NDC](#), select the “Financial Aid” tab, and click on the “View Financial Aid Document Tracking” under the Missing Financial Aid Documents box. The correct Verification Worksheet, based on your verification tracking group, will be linked to the page.

If you are asked to submit tax documents (copies of tax returns, tax return transcripts, or W-2 forms), please be sure to either send those documents by mail, or use the Tax Document Upload on [My.NDC](#) under the Financial Aid tab. Do NOT submit documents containing Social Security Numbers by fax or e-mail.

Please contact the Office of Financial Aid at 216.373.5213 or finaid@ndc.edu if you have any questions.

Important Notice about Verification Completion

The Data Retrieval Tool (DRT), which allows students and parents to transfer tax information from the IRS into the FAFSA is currently unavailable.

Until further notice, students and parents providing tax information may submit signed copies of federal tax return(s) in place of using the DRT or providing a Tax Return Transcript.