

# UNIVERSITY of DUBUQUE **2023-2024 Verification Worksheet**

Federal Student Aid Programs

## Dependent V4/V5

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

### A. DEPENDENT STUDENT'S INFORMATION

Student's Last Name	Student's First Name	Student's M.I.	Student ID Number
Student's Street Address (include apt. #)			Student's Date of Birth
City	State	Zip Code	Student's E-Mail Address
Student's Home Phone Number (include Area Code)			Student's Alternative or Cell Phone Number

### B. DEPENDENT STUDENT'S FAMILY INFORMATION

List the people in your parent(s) household. Include:

- Yourself (the student);
- Your parent(s)/step-parent as listed on the FAFSA;
- Your parent's other children if your parent(s) will provide more than half of the child's support from July 1, 2023 through June 30, 2024, or if the other children would be required to provide parental information if they were completing a 2023-2024 FAFSA. Include children who meet either of these standards, even if a child does not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of the other person's support, and will continue to provide more than half of that person's support through June 30, 2024.

Name (First and Last)	Age	Relationship to Student	Name of College Attending in 2023-2024 (If student is enrolled at least half-time.)
		Self	University of Dubuque

Attach additional sheets of paper if necessary to include additional family members.

**\*Definition of Parent:** A parent is defined by the Department of Education as the biological or adoptive parent(s) of the student. If parents are married to each other, both parents' information must be included. If parents are not married to each other but still live together in the same household, both parents' information must be included. If the student's parents are divorced or separated, use the information for the parent the student lived with more during the past 12 months. If that parent is remarried, the data must also include the stepparent's information. A legal guardian, grandparent or foster parent is not considered a parent unless they have legally adopted the student.

**C. DEPENDENT STUDENT'S INCOME INFORMATION – CALENDAR YEAR 2021 (Check one)**

- Student has used or is planning to use the IRS Data Retrieval Tool to transfer 2021 IRS income tax return information into the student's FAFSA.
- Student is unable or chooses not to use the IRS Data Retrieval Tool, but will provide the school a **signed** copy of the student's 2021 federal income tax return (Form 1040 and any Schedules filed) or a 2021 tax **return** transcript obtained at [www.irs.gov](http://www.irs.gov).
- Student was not required to file a 2021 federal tax return. Copies of all 2021 W2s received must be submitted to the school.

Employer's Name	2021 Wages Earned

**D. PARENT(S) INCOME INFORMATION – CALENDAR YEAR 2021 (Check one)**

- Parent(s) has used or is planning to use the IRS Data Retrieval Tool to transfer 2021 IRS income tax return information into the student's FAFSA.
- Parent(s) is unable or chooses not to use the IRS Data Retrieval Tool, but will provide the school a **signed** copy of the parent's 2021 federal income tax return (Form 1040 and any Schedules filed) or a 2021 IRS Tax **return** transcript obtained at [www.irs.gov](http://www.irs.gov).
- Parent(s) was not required to a 2021 federal tax return. Copies of all 2021 W2s received must be submitted to the school. **Proof of non-filing required. \***

Employer's Name	2021 Wages Earned

**\*Proof of non-filing.** Proof of non-filing is required for parents who did not file a 2021 IRS income tax return. This can be accomplished by completing and submitting to the IRS **Form 4506-T** (<https://www.irs.gov/pub/irs-pdf/f4506t.pdf>). Erasures, scratch-outs, or use of white out will cause the form to be rejected. A separate form must be completed by each individual non-filer.

**E. STUDENT'S HIGH SCHOOL COMPLETION STATUS**

Please check the option that applies to the incoming student regarding their education status prior to attending college. This documentation is part of the admissions process at the university, so there is no need to attach it here. If additional documentation is required, your financial aid office will notify you.

- High school diploma or high school transcript including graduation date.
- Official documentation from high school counselor stating your graduation date and reason why high school diploma/transcript is unavailable.
- General Education Development (GED) Certificate.
- State certificate stating you have passed a State-authorized examination recognized as equivalent to diploma.
- Homeschooled student, w/ a transcript or equivalent, signed by parent or guardian, listing secondary school courses you have completed and documentation that you have successfully completed secondary school education.
- Homeschooled with a secondary school completion credential provided under State law.
- Completed a two-year program (ex. Associate's degree) acceptable for full credit toward a bachelor's degree.

## F. STATEMENT OF EDUCATIONAL PURPOSE

The student must sign the Statement of Educational Purpose in the presence of a Notary or Financial Aid Administrator at the University of Dubuque. Due to the need for original signatures, faxes and scanned copies will not be accepted.

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### STATEMENT OF EDUCATIONAL PURPOSE

I certify that I \_\_\_\_\_ (print student name) am the individual signing this Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for education purposes and to pay the cost of attending University of Dubuque for 2023-2024.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Student ID Number \_\_\_\_\_

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## G. STATEMENT OF EDUCATIONAL PURPOSE SIGNATURE WITNESSED BY:

### UNIVERSITY OF DUBUQUE'S CERTIFICATE OF ACKNOWLEDGEMENT

On \_\_\_\_\_ (date), before me personally appeared  
\_\_\_\_\_  
(Name of Student)  
and proved to me on the basis of satisfactory evidence of identification  
to be the above-named person who signed the foregoing instrument.

\_\_\_\_\_  
Financial Administrator's Signature

Type of unexpired valid government issued photo ID provided:

- driver's license,
- non-driver's ID card,
- other state-issued ID, or
- passport

### NOTARY'S CERTIFICATE OF ACKNOWLEDGEMENT

*Only required when student is unable to appear in person at the University of Dubuque's Office of Student Financial Planning.*

State of \_\_\_\_\_, City/County of \_\_\_\_\_.

On \_\_\_\_\_ (date), before me  
\_\_\_\_\_  
(Name of Notary) personally  
appeared \_\_\_\_\_ (Name of Student)

**OR**

and proved to me on the basis of satisfactory evidence of identification  
to be the above-named person who signed the foregoing instrument.

Type of unexpired valid government issued photo ID provided:

- driver's license,
- non-driver's ID card,
- other state-issued ID, or
- passport

Notary Signature \_\_\_\_\_

My Commission Expires on \_\_\_\_\_

[SEAL]

## H. DOCUMENTATION OF IDENTITY

A copy of the unexpired valid government-issued identification used by the witness to identify the student must be attached to this form.

## I. CERTIFICATION AND SIGNATURE

Each person signing below certifies that all of the information reported is complete and correct. Due to the need for original signature, this form cannot be faxed or emailed.

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

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

Submit this worksheet to:

University of Dubuque | Office of Student Financial Planning | 2000 University Ave. | Dubuque, IA 52001  
Questions? Call 563.589.3169 | E-mail: [mschmitt@dbq.edu](mailto:mschmitt@dbq.edu)