

# Northwestern Oklahoma State University

## Office of Financial Aid

709 Oklahoma Boulevard • Alva, OK 73717 • (580) 327-8542 • <http://www.nwosu.edu/financial-aid-office>

### 2019-2020 AWARDING OF FINANCIAL AID

Congratulations on completing your FAFSA! We are now ready to begin processing your financial aid for 2019-2020. The following documents will assist us in the completion of your financial aid package from NWOSU. Documents will be returned to you should they arrive incomplete or unsigned. This could delay the review of your file by the Financial Aid Office.

- Institutional Verification Worksheet - This form is required to complete the verification process. **If a question does not apply, please fill the space with a zero.** Dependent students must also have a parent's original signature on this form.
- 2017 Federal **TAX RETURN TRANSCRIPT** from yourself (and spouse, if married), **and** your parent(s) if dependent; OR
- Use of the IRS Data Retrieval Tool on the FAFSA; OR
- Non-Filer Form- If you, your spouse, or your parent(s) did not file a tax return, complete the non-filer form.
- Other documentation may be required depending on your type of verification.
- If you have attended any prior education institutions, **all official academic transcripts** must be received in the NWOSU Registry Office. These documents are required to process your financial aid.
- Please notify the financial aid office of resources such as Vocational Rehabilitation, Veteran's Benefits, Oklahoma's Promise, Workforce Investment Act, Tribal Assistance, external scholarships, etc. **Expiration or ineligibility for continuation of these benefits should also be reported.**

Your award letter will be sent to you detailing your financial aid package upon the receipt and review of the above required documents **and** the submission of your admission application to Northwestern. Your financial aid **will not** be awarded or applied to your university account until you are **fully admitted and enrolled** at NWOSU.

If you have any questions concerning the application process, please contact the NWOSU Financial Aid Office at (580) 327-8542 – Alva Campus or (580) 213-3107 – Enid Campus

# 2019-2020 V4 Institutional Verification Document

Your 2019-2020 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, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and a parent whose information was reported on the FAFSA must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

## A. Student's Information

\_\_\_\_\_  
Student's Last Name First Name M.I.

\_\_\_\_\_  
Student's Identification (ID) Number

\_\_\_\_\_  
Student's Street Address (include apt. no.)

\_\_\_\_\_  
Student's Date of Birth

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Student's Email Address

\_\_\_\_\_  
Student's Home Phone Number (include area code)

\_\_\_\_\_  
Student's Alternate or Cell Phone Number

## B. High School Completion Status

Provide **one** of the following documents that indicate the student's high school completion status when the student will begin college in 2019-2020:

- A copy of the student's high school diploma.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A copy of the student's General Educational Development (GED) certificate, an official GED transcript that indicates the student passed the exam, or a state-authorized high school equivalent certificate.
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- For a homeschooled student from a state where state law requires the student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a homeschooled student from a state where state law does not require the student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting.

A student who is unable to obtain the documentation listed above must contact the financial aid office.

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

\_\_\_\_\_  
Student ID

### C. Identity and Statement of Educational Purpose (To Be Signed at the Institution)

The student must appear in person at \_\_\_\_\_ to  
(Name of Postsecondary Educational Institution)

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 by the institution with the date it was received and reviewed 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 \_\_\_\_\_ am the individual signing this  
(Print Student's Name)

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

\_\_\_\_\_ for 2019-2020.  
(Name of Postsecondary Educational Institution)

\_\_\_\_\_  
(Print Student's Signature)

\_\_\_\_\_  
(Student's ID Number)

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student's Spouse, if married)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent's Signature, if dependent)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(NWOSU Employee witnessing signature)

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

\_\_\_\_\_  
Student ID

## Identity and Statement of Educational Purpose (To Be Signed With Notary)

If the student is unable to appear in person at \_\_\_\_\_  
(Name of Postsecondary Educational Institution)

to verify his or her identity, the student must provide:

- (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.

### Statement of Educational Purpose

I certify that I \_\_\_\_\_ am the individual signing this  
(Print Student's Name)

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

\_\_\_\_\_ for 2019-2020.  
(Name of Postsecondary Educational Institution)

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student's ID Number)

### Notary's Certificate of Acknowledgement

Notary's certification may vary by State

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

City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_,  
(Date) (Notary's name)

personally appeared, \_\_\_\_\_, and proved to me  
(Printed name of signer)

on basis of satisfactory evidence of identification \_\_\_\_\_  
(Type of government-issued photo ID provided)

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

WITNESS my hand and official seal  
(seal)

\_\_\_\_\_  
(Notary signature)

My commission expires on \_\_\_\_\_  
(Date)

---

Student's Name

---

Student's ID

## **D. Receipt of Snap Benefits**

The student certifies that \_\_\_\_\_, a member of the student's household, received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as the Food Stamp Program) sometime during 2017 or 2018. SNAP may be known by another name in some states. For assistance in determining the name used in a state, please call 1-800-4FED-AID (1-800-433-3243).

The student's household includes:

- The student.
- The student's spouse (if the student is married).
- The student's or spouse's children if the student or spouse will provide more than half of the children's support from July 1, 2019, through June 30, 2020, even if the children do not live with the student.
- The parents (including a stepparent if dependent student) even if the student doesn't live with the parents.
- The parents' other children if the parents will provide more than half of the children's support from July 1, 2019, through June 30, 2020, or if the other children would be required to provide parental information if they were completing a FAFSA for 2019–2020. Include children who meet either of these standards even if the children do not live with the parents.
- Other people if they now live with the student and the student or spouse provides more than half of the other people's support and will continue to provide more than half of their support through June 30, 2020.

Note: If we have reason to believe that the information regarding the receipt of SNAP benefits is inaccurate, we may require documentation from the agency that issued the SNAP benefits in 2017 or 2018.

Student's Name \_\_\_\_\_ Student's ID Number \_\_\_\_\_

### E. Child Support Paid

One of the parents included in the household or the student paid child support in 2017. List below the names of the persons who paid the child support, the names of the persons to whom the child support was paid, the names of the children for whom the child support was paid, and the total annual amount of child support that was paid in 2017 for each child. If more space is needed, provide a separate page that includes the student's name and ID number at the top.

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Amount of Child Support Paid in 2017

Note: If we have reason to believe that the information regarding child support paid is not accurate, we may require additional documentation, such as:

- A copy of the separation agreement or divorce decree that shows the amount of child support to be provided;
- A signed statement from the individual receiving the child support certifying the amount of child support received; or
- Copies of the child support payment checks, money order receipts, or similar records of electronic payments having been made.

### A. Certifications and Signatures

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.**

\_\_\_\_\_  
Print Student's Name

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Spouse (if married)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature (if dependent)

\_\_\_\_\_  
Date