



## OFFICE OF FINANCIAL AID

### 2020-21 CUSTOM VERIFICATION WORKSHEET (V4)

- Your 2020-21 Free Application for Federal Student Aid (FAFSA) was selected for a process called verification by the Department of Education.
- Please complete this verification worksheet accurately, review the following instructions carefully and provide all required documentation.
- If any of the information provided below differs from information reported on your 2020-21 FAFSA, we will make the necessary corrections.
- The results of the verification process will be reported on your financial aid award offer.
- **We will not be able to award you federal, state or need-based institutional financial aid until you have provided all the information requested.**

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

## STEP 1: STUDENT INFORMATION

	W	XXX-XX-____
STUDENT FULL NAME (PLEASE PRINT)	WOFFORD ID NUMBER	SOCIAL SECURITY NUMBER

## STEP 2: HIGH SCHOOL COMPLETION

Provide **one** of the following documents that indicate the student's high school completion status when the student will begin college in 2020-21.

- 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 or GED transcript.
- 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.
- If state law requires a homeschooled 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.
- If state law does not require a homeschooled 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 documents the successful completion of a secondary school education in a homeschool setting.

**If the student is unable to obtain the documentation listed above,  
contact the Financial Aid Office at [finaid@wofford.edu](mailto:finaid@wofford.edu).**

## STEP 3: IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE

### Identity and Statement of Educational Purpose

The student **MUST** appear in person at the Wofford College Financial Aid Office 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 with the date it was received 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 **Statement of Educational Purpose** provided on page 3.

**If the student is unable to appear in person at the Wofford College Financial Aid Office to verify his/her identity, the student must provide to the institution:**

### Identity and Statement of Educational Purpose (to be signed in the presence of a notary)

- 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.
- B. The original Statement of Educational Purpose on page 4, 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 (to be signed at the institution or with a notary)

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 Wofford College for 2020-21.

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STUDENT'S ID #

### Notary's Certificate of Acknowledgement

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

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

On \_\_\_\_\_, before me, \_\_\_\_\_  
DATE NOTARY'S NAME, PRINTED

personally appeared, \_\_\_\_\_, and proved to me on the  
PRINTED NAME OF SIGNER

basis of 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 \_\_\_\_\_  
DATE

..... OFFICE USE ONLY FOR STATEMENT OF IDENTIFICATION .....

I attest that the individual named above appeared in person and verified his/her identity with the valid, government issued ID copied above.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

### STEP 4: CERTIFICATION

By signing this request for consideration of special circumstances, I (we) certify that all information reported on this form is true and correct to the best of my (our) knowledge, **and give permission to Wofford College to make changes to my FAFSA.** *Electronic signatures are not acceptable.*

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

**We cannot accept emailed or faxed documents because of privacy and security concerns. Please use one of the following methods to submit your documentation.**

**SECURE UPLOAD**

forms.wofford.edu  
(Requires student log-in to myWofford.)

**MAIL**

Office of Financial Aid  
Wofford College  
429 N. Church Street  
Spartanburg, S.C. 29303

**IN PERSON**

Hugh S. Black Admin Bldg.  
2nd floor above Admission