



**INSTRUCTIONS: Custom Dependent Verification Worksheet (V4)**

**Step 1: Student Information-** Complete section.

- Address
- Date of Birth
- CSUMB Email
- Phone Number (s)

**Step 2: Student High School Completion Status-** Please attach appropriate documentation.

**Step 3: Identity Verification-** Check and fill out ONE option only and attach appropriate documentation, if applicable

- Option A: Please sign in person at the Financial Aid Office.
- Option B: Please have the documentation notarized.

Submit all verification documents as one packet by <b>mail or in person*</b> to the <b>Financial Aid Office</b> .		
<b>By Mail:</b> CSUMB Financial Aid Office Student Services Bldg. 47/3rd Floor 100 Campus Center, Seaside CA, 93955	<b>In Person*:</b> CSUMB Financial Aid Office Student Services Bldg. 47/3rd Floor	<b>Questions:</b> Phone: 831-582-5100 Email: <a href="mailto:financial_aid@csumb.edu">financial_aid@csumb.edu</a> Website: <a href="https://csumb.edu/financialaid">https://csumb.edu/financialaid</a>

\* CSUMB remains closed due to the COVID protocols. Please check csumb.edu for updates on when in-person services will be available.

**IMPORTANT:**

If your documents are complete, please allow 2-3 weeks for processing from the date you submit your documents. Completed documents received will be removed from your “To Do” list in OASIS Student Center. If incomplete, notification will be provided to the student via their CSUMB email. Please follow up with all requests in a timely manner.

**Incomplete verification worksheets will NOT be processed regardless of circumstance. To ensure timely processing of your documents, we strongly encourage you to submit all documents by the priority document deadline listed on the Financial Aid Website.**

**DO NOT SUBMIT THIS PAGE**

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
M.I.

\_\_\_\_\_  
OASIS Student I.D. (000-000-000)



## 2021-2022 Custom Dependent Verification Worksheet (V4)

Your 2021-2022 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called Verification. The law states that before awarding Federal Student Aid, the Financial Aid Office is required to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information, the Financial Aid Office will compare your FAFSA with the information on this worksheet and with all other requested documents. If there are differences between your FAFSA and the financial documents provided, a financial aid administrator will make corrections to your FAFSA as needed.

- ✓ **SUBMIT COMPLETED** worksheet and required attachments to the Financial Aid Office by the **priority document deadline** listed on the Financial Aid Website: <https://csumb.edu/financialaid>

### Step 1: Student Information

\_\_\_\_\_  
Street Address (Include apt. no.)

\_\_\_\_\_  
Date of Birth

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

\_\_\_\_\_  
Student telephone number with voicemail

\_\_\_\_\_  
Student's email address @csumb.edu

\_\_\_\_\_  
Alternative number with voicemail

### STEP 2: High School Completion Status

**Provide one of the documents listed below to the Financial Aid Office directly. We do not accept copies routed to the Financial Aid Office from any department on campus.** Your Financial Aid Award will not be disbursed to your account until an approved document is received **directly** from you or notarized and mailed.

- A copy of the student's high school diploma.
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A State certificate or transcript received by a student after the student passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination).
- 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 student who was homeschooled in a State where State law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a student who was homeschooled in a State where State law does not require the student to obtain a secondary school completion credential for homeschooling (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.**

\_\_\_\_\_

Last Name

\_\_\_\_\_

First Name

\_\_\_\_\_

M.I.

\_\_\_\_\_

OASIS Student I.D. (000-000-000)

**STEP 3: Option A (To Be Signed at the Institution) \***

\* CSUMB remains closed due to the COVID protocols. Please check csumb.edu for updates on when in-person services will be available.

**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 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 by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

**Statement of Educational Purpose**

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

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 \_\_\_\_\_ for 2021–2022.  
(Name of Postsecondary Educational Institution)

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

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

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

**Verificación de Identidad y Declaración de Propósito Educativo  
(Para ser firmada en la institución)**

El estudiante debe comparecer en persona en \_\_\_\_\_ para  
(Nombre de la institución educativa postsecundaria)

verificar su identidad mediante la presentación de una identificación con fotografía (ID) válida emitida por el gobierno que no haya expirado, como una licencia de conducir, otro tipo de identificación emitida por el estado o pasaporte, entre otros. La institución conservará una copia de la identificación con fotografía del estudiante en la cual se anotará la fecha en la que se recibió y revisó, y el nombre del funcionario de la institución autorizado a recibir y revisar las identificaciones de los estudiantes.

Además, el estudiante debe firmar, en presencia del funcionario de la institución, la Declaración de Propósito Educativo proporcionada a continuación.

**Declaración de Propósito Educativo**

Certificó que yo, \_\_\_\_\_, soy el individuo que firma esta  
[Imprimir nombre del estudiante]

Declaración de Propósito Educativo, y que la ayuda financiera federal estudiantil que yo pueda recibir sólo será utilizada para fines educativos y para pagar el costo de asistir a \_\_\_\_\_ para 2021–2022.  
[Imprimir nombre de institución educativa postsecundaria]

\_\_\_\_\_  
[Firma del estudiante]

\_\_\_\_\_  
[Fecha]

\_\_\_\_\_  
[Número de identificación del estudiante]

_____	_____	_____	_____
Last Name	First Name	M.I.	OASIS Student I.D. (000-000-000)

**STEP 3: Option B (To Be Signed in the Presence of a Notary)**

**Identity and Statement of Educational Purpose  
(To Be Signed in the Presence of a 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 to the institution:

(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; and

(b) 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.

**Statement of Educational Purpose**

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

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 \_\_\_\_\_ for 2021–2022.  
(Name of Postsecondary Educational Institution)

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

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

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

**Verificación de Identidad y Declaración de Propósito Educativo  
(Para ser firmada en presencia de un notario)**

Si el estudiante no es capaz de comparecer en persona en \_\_\_\_\_  
(Nombre de la institución educativa postsecundaria)

para verificar su identidad, el mismo debe proporcionar a la institución:

(a) una copia de la de identificación con fotografía (ID) válida emitida por el gobierno que no haya expirado, que se reconoce en la declaración del notario que aparece a continuación, o que se presenta ante un notario, como una licencia de conducir, otro tipo de identificación emitida por el estado o pasaporte, entre otros; y

(b) la Declaración de Propósito Educativo original proporcionada a continuación debe ser notarizada. Si la declaración del notario aparece en una página separada de la Declaración de Propósito Educativo, se debe indicar de manera clara que la Declaración de Propósito Educativo era el documento notarizado.

**Declaración de Propósito Educativo**

Certificó que yo, \_\_\_\_\_, soy el individuo que firma esta  
[Imprimir nombre del estudiante]

Declaración de Propósito Educativo, y que la ayuda financiera federal estudiantil que yo pueda recibir sólo será utilizada para fines educativos y para pagar el costo de asistir a \_\_\_\_\_ para 2021–2022.  
[Imprimir nombre de institución educativa postsecundaria]

\_\_\_\_\_  
[Firma del estudiante]

\_\_\_\_\_  
[Fecha]

\_\_\_\_\_  
[Número de identificación del estudiante]

_____	_____	_____	_____
Last Name	First Name	M.I.	OASIS Student I.D. (000-000-000)

**Notary's Certificate of Acknowledgement**  
*Notary's certification may vary by State*

State of \_\_\_\_\_ City/County of \_\_\_\_\_, On \_\_\_\_\_, (Date)  
before me \_\_\_\_\_, personally appeared, \_\_\_\_\_  
(Notary's name) (Printed name of signer)

and proved to me on basis of satisfactory evidence of identification \_\_\_\_\_ to be the  
(Type of unexpired government-issued photo ID provided)  
above-named person who signed the foregoing instrument.

**WITNESS my hand and official seal**  
(seal)

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

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

**REVIEW AND SIGN:**

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, sent to prison, or both.

\_\_\_\_\_  
Student Signature (**Required**)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Telephone Number with Voicemail

\_\_\_\_\_  
Parent Signature (**Required**)

\_\_\_\_\_  
Date