

## V4 Custom Verification Worksheet



### Student Information (please print)

Last Name	First Name	MI	Empower ID
Street Address			Date of Birth
City, State, Zip Code			Phone Number

### A. High School Completion Status

Provide one of the following documents to indicate the student's high school completion status when the student begins college in 2020–2021:

- ☐ 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 at (419) 251-1219.

### B. Certifications and Signatures

By signing this worksheet, I certify that all the information is complete and correct. I agree, if asked, to provide documentation that will verify the accuracy of the information provided on this completed form. **Warning: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.**

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

Parent's Signature (if student is dependent) \_\_\_\_\_ Date \_\_\_\_\_

**Please read all options listed below regarding providing proof of identity**

### C. Proof of Identity – Student must appear in the financial aid office and provide proof of identity

The student must appear (if unable, please see notary option below) in person at Mercy College of Ohio 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 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.

#### Identity and Statement of Educational Purpose (To Be Signed at Mercy College of Ohio)

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 Mercy College of Ohio for 2020–2021.

Financial Aid Office

Phone: 419-251-1219

Fax: 419-251-0969

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\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Financial Aid Staff Signature

\_\_\_\_\_  
Date

**OR**

### **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 Mercy College of Ohio 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.

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 Mercy College of Ohio for 2020–2021.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### **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 the 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.

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

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

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

**For your protection, please do not send personally identifiable or confidential information, including tax records and social security numbers, via email.**

**Financial Aid Office**

**Phone: 419-251-1219**

**Fax: 419-251-0969**