

Your 2017–2018 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.

**Valid Government Issued Photo ID Required**

**A. Independent Student's Information**

Student's Last Name	Student's First Name	Student's M.I.	Student's SSN or ID Number
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	@halifaxcc.edu
Student's Home Phone Number (include area code)			Student's Alternate or Cell Phone Number

**B. High School Completion Status**

You must submit documentation of high school completion or an equivalent along with this worksheet.

**Check the box of the document you will attach to this worksheet:**

- Already submitted official HS/GED transcript to Admissions.
- 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 an equivalent of a high school diploma.
- Academic transcript of a successfully completed two-year program acceptable for full credit toward a bachelor's degree.
- If you are a homeschooled student, 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.
- If you are a homeschooled student, a secondary school completion credential provided under State law.
- If you do not have documentation meeting any of the above requirements, seeking an associate degree or its equivalent, and excelled academically in high school, you may provide documentation of the high school stating that you excelled academically in high school and documentation from your current/future postsecondary institution that you have met the formalized, written policies of admitting such students.

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

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

The student must appear in person at Halifax Community College to verify his or her identity by presenting a valid  
(Name of Postsecondary Educational Institution)

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. If you cannot appear in person at the Financial Aid Office, you may complete the form in the presence of a notary public. The NOTARIZED form along with a copy of your government issued ID can be mailed to the Halifax Community College Financial Aid Office. Photocopies, faxes or email attachments of this document are not acceptable. The original must be mailed or delivered in person. In addition, the student must sign in the presence of the institutional official or notary public, the following:

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_, am the individual signing this Statement of Educational Purpose and that  
(Print Student's Name)

the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending

Halifax Community College for 2017-2018.  
(Name of Postsecondary Educational Institution)

\_\_\_\_\_  
Student's Signature and Date

\_\_\_\_\_  
Financial Aid Administrator Signature and Date

**Notary's Certificate of Knowledge**

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

County of \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public for \_\_\_\_\_ County, \_\_\_\_\_ (state), do hereby certify

that

\_\_\_\_\_ personally appeared before me this day and acknowledged the due execution of the forgoing instrument and provided to me on the basis of satisfactory evidence of identification \_\_\_\_\_.

(Type of government issued photo ID provided)

Witness my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_ Notary Public My commission expires: \_\_\_\_\_

(Seal)

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Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

**E. Certification and Signatures**

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

I certify that all of the information reported on this worksheet is complete and correct. **The student must sign and date this worksheet.** If married, the spouse's signature is optional.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature

\_\_\_\_\_  
Date

***Do not mail this worksheet to the U.S. Department of Education.  
Submit this worksheet to the financial aid administrator at your school.***

***You should make a copy of this worksheet for your records.***

Halifax Community College / Financial Aid Office / PO Drawer 809, Weldon NC 27890 / [www.halifaxcc.edu](http://www.halifaxcc.edu)