Independent Student Verification e-form guide

For fall 2021, students will be able to complete the verification paperwork online via the PeopleSoft e-form.   The link to the e-verification form is located on the "FA:2021-2022 Verification" checklist on the "To Do List". Note, the form auto-saves and requires submission before it can be processed.

Note: If the e-form is returned, you will receive an email from the Financial Aid office letting you know what you need to do. Once you receive the email and make the necessary corrections, submit again.

FA: 2021-2022 Verification

Aid Year 2022

Contact

Institution   Central Washington University
Admin Function   Financial Aid

FA: 2021-2022 Verification

What do we need? Complete the 2021-2022 Verification Form in MyCWU.

Why do we need it? The US Department of Education has selected you for verification, which requires that we verify the information that you provided on your FAFSA.

Select the "Verification 2021-2022", then click the "Begin 2021-2022 Verification".

Verification 2021-2022

Fill out a new form

Verification 2021-2022

Aid Year 2021-2022
Verification: Required

Begin 2021-2022 Verification

Step 1: Household information.
    Enter the student's household information

Student Household

What is your current marital status?	
Do you have children you support?	No
Do you have other dependents?	No

	Last Name ◇	First Name ◇	Age ◇	Relationship ◇	Primary Support ◇	School Name ◇
1	Barnhart	Nathan	36	Self	Yes	Central Washington University

Student Income

| Did you earn income in 2019? | No |
| 2019 Tax Status | |

a. Select the marital status.
b. Answer the "Do you have children to support?" question. If you enter yes, select the "Add Child Dependent" button.

Student Household

What is your current marital status?	Single
Do you have children you support?	Yes
Do you have other dependents?	No

Add Child Dependent

Last Name ◇	First Name ◇	Age ◇	Relationship ◇	Primary Sup

Enter the child dependent information on the pop-up window then click done. If you need to enter more than one, click the "Add Child Dependent" again.

Cancel   **Edit Information**   Done   ×

*Last Name	
*First Name	
*Age	
*Relationship	

Between September 2021 and June 2022 will you provide more than 50% of their financial support.

No

Between September 2021 and June 2022 will they attend college/university at least half-time?

No

c. Answer the "Do you have other dependents?" If you enter yes, select the "Add Other Dependent" button.

Student Household

What is your current marital status?	Single
Do you have children you support?	Yes
Do you have other dependents?	Yes

Add Child Dependent	Add Other Dependent

Last Name ◇	First Name ◇	Age ◇	Relationship ◇	Primary Support

Enter the child dependent information on the pop-up window then click done. If you need to enter more than one, click the "Add Other Dependent".

Cancel	**Edit Information**	Done ✕

*Last Name [ ]

*First Name [ ]

*Age [ ]

*Relationship [ ]

Between September 2021 and June 2022 will you provide more than 50% of their financial support.

No

Between September 2021 and June 2022 will they attend college/university at least half-time?

No

d.   The other dependents will appear on the verification list, to edit or delete, click on the name. A "Delete" button will appear on the bottom on the pop-up window:

Step 2: Enter the Income information.
   a. Answer "Did you earn income in 2019?"

   b. Answer the Tax Status question. Independent students who were not required to file, will need to upload the IRS Non-Filling Verification letter.

   i.   To upload the IRS Non-filling verification, click the "Add Student Non-Filling Verification" button. Then click the "My Device" icon to search for the file, or you can drop a file in the box below the button.

Once you added the document(s), click the "Upload" button, then the "Done" button. To view the file you uploaded, click the link "Student Non-Filing Verification" link that appeared after you uploaded the document.

ii.   Students who did file taxes but did not use the IRS Data Retrieval Tool can upload a copy of the IRS Tax Return Transcript or a signed copy of the IRS 1040 tax return.

iii.   Students who did earn income but were not required to file, enter the income you earned by clicking the "Add Income" button. If you did not receive a W2, enter the reason why you didn't receive one in the "Why Not?" box.

The income will appear below the "Add Income" button, to edit or delete, click on the employer name.

	Description ◇	Amount ◇	W2/1099 ◇
1	CWU	2000.000	Yes

Step 3: Proof of High School Completion.

Some students will be required to provide proof of High School completion. Click the "Add Proof of High School Completion" button to add your document.

High School Completion Status

Please add to "Add Proof of High School Completion" one of the following:

- 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 bachelors 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.

Add Proof of High School Completion Proof of High School Completion

Step 4: Student Identity and Educational Purpose.

Some students will be required to submit documents to verify their identity and complete the Statement of Educational Purpose form. Click the "Education Statement Form" link to download and complete the form. Then upload to the "Add Education Statement Form".

Identity / Statement of Education Purpose

Please upload:

- Your current legal photo ID
- A completed copy of the Education Statement Form

Add State ID/Drivers License State ID/Drivers License

File Name

Add Education Statement Form Education Statement Form

Step 5: Sign and Submit the Verification Form.

a. Once you have completed entering and uploading the required documents, click the "Submit" on the bottom left of the page. Note, if you are not ready to submit, then click "Return To Search", your changes will be saved.

b. The signature page will appear when you click the "Submit" button.

c. Sign in the box, then click accept, then you will be able to submit.

Note: After the signature has been added, then the "Submit" button will enabled. Click the submit button, once you submit, the form is locked to allow Financial Aid to review it.

Warning/Disclaimer   ×

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

Note 1: If uploaded documents do not meet their intended purpose, it will delay the verification process.

Note 2: It is possible during Verification and review of your documents that we will determine additional information or documents will be needed to complete the process. We will communicate any such request through your CWU e-mail.

Student Signature

Clear   Accept

Parent Signature

Clear   Accept

Cancel   Submit