



OFFICE OF FINANCIAL AID

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Secure File Drop: <https://sendfiles.uttc.edu/filedrop/FinancialAid>

2021-2022 Verification Worksheet for Dependent Student – Form 4 (VWD4)

Student Social Security Number *or* Student ID Number: _____

Student Name: _____ Phone Number: _____

Form must be completed in blue or black ink. Failure to accurately complete this form may result in a delay of processing or change of financial aid eligibility. Additional documentation may be requested. Read instructions carefully before completing.

Section 1: High School Completion Status

Please submit documentation to verify you have completed a high school education. Acceptable documentation can include:

- A high school diploma or a copy of an official high school transcript. Transcripts must verify graduation completion date
- GED certificate or transcript
- A transcript that indicates that you have successfully completed at least a two-year program that is acceptable for full credit towards a bachelor’s degree at any participating school
- Home school credential or transcript
- If high school completed in foreign country, a copy of the “secondary school leaving certificate” or similar document. If a foreign High School transcript is provided it must be translated and evaluated. For a list of qualified service providers, please visit www.naces.org/members.

Type of documentation submitted: _____

Designated institutional official: _____
(School official’s printed name)

Section 2: Identity

MUST BE COMPLETED & SIGNED AT THE FINANCIAL AID OFFICE

If unable to appear in person at the Financial Aid Office, you must complete this section with a notary

You must appear in person at _____ Financial Aid Office to verify your
(Name of institution)

identity by presenting a valid unexpired 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 your photo ID.

Type of documentation submitted: _____

Designated institutional official: _____
(School official’s printed name)



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Student Social Security Number *or* Student ID Number: _____

Section 3: Statement of Educational Purpose

MUST BE COMPLETED & SIGNED AT THE FINANCIAL AID OFFICE

If unable to appear in person at the Financial Aid Office, you must complete this section with a notary

In addition, you must sign, in the presence of the institutional official, the following:

I certify that I _____ am the individual signing this Statement of Educational
(Student's printed name)
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 institution)

Student Signature: _____ Date: _____

Notary Section Instructions: Please Read

This section should only be completed if you are unable to appear in person at the institution with a designated official. This form (the original on which the seal is visible) should be mailed to the Financial Aid Office at your institution along with the copy of the government-issued identification and high school documentation.

Notary's Certificate of Acknowledgement

State of _____ City/County of _____

On _____, before me _____
(Date) (Notary's name)

Personally appeared _____ and proved to me on the basis of
(Printed name of signer)

Satisfactory evidence of Identification _____ to be the above-named
(Type of unexpired government-issued ID provided)

Person who signed the foregoing instrument.

My commission expires on _____, 20 _____

Notary (Print): _____

Notary (Signature): _____

(Seal)