



## FINANCIAL AID

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### 2019-2020 Verification Worksheet - Group V4 or V5

#### Dependent Students

Your 2019-2020 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Federal law states that before awarding Federal Student Aid, we must ask you to confirm the information you and your parent(s) reported on your FAFSA. To do this, we will compare your FAFSA with the information on this institutional verification document and any supporting documents. If there are differences, your FAFSA information may need to be corrected and/or we may ask for you to submit additional documentation. **You and a parent whose information was reported on the FAFSA must complete and sign this institutional verification document, attach any required documents and submit the form to us within ten business days.** If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

#### SECTION A— Student Information

Please type or print legibly using black or dark blue pen.

Last Name	First Name and Middle Initial	Last 4 digits of SSN or APU ID Number
Main Phone	Other Phone	____ / ____ / ____ Date of Birth mm/dd/yyyy

#### Instructions:

Complete the Identity and Statement of Educational Purpose in English at Section B or in Spanish at Section C.

Complete Signatures at Section D.

A Notary Certificate of Acknowledgement is provided at Section E, if needed. A Notary may use his/her own Certificate of Acknowledgement.

**Section B– Identity and Statement of Educational Purpose****Identity and Statement of Educational Purpose (To Be Signed at the Institution)**

The student must appear in person at **Alaska Pacific University’s Financial Aid Office** 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 a U.S. 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 in the Presence of a Notary)**

If the student is unable to appear in person at **Alaska Pacific University’s Financial Aid Office** 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 this Statement of Educational

(Print Student’s 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 2019-2020.

(Name of Postsecondary Educational Institution)

\_\_\_\_\_  
(Student’s Signature)

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

\_\_\_\_\_  
(Student’s ID Number)

**Section C– Verificación de Identidad y Declaración de Propósito Educativo****Verificación de Identidad y Declaración de Propósito Educativo (Para ser firmadas en la institución)**

El estudiante debe comparecer en persona en **Alaska Pacific University's Financial Aid Office** para 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.

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

Si el estudiante no es capaz de comparecer en persona en **Alaska Pacific University's Financial Aid Office** (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

Certifico que yo, \_\_\_\_\_ soy el individuo que firma esta Declaración de

[Imprimir nombre del estudiante]

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 2019-2020.

[Imprimir nombre de institución educativa postsecundaria]

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

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

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

**Section D — Signatures**

**Certification and Signatures:** Each person signing this form 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 the form.

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

<b>Student Signature (Required)</b>	<b>Date</b>
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<b>Parent Signature (Required)</b>	<b>Date</b>
<b>Parent email</b>	<b>Parent phone number</b>

*Submit this signed and dated worksheet to and supporting documents to:*

**Alaska Pacific University  
 Financial Aid  
 4101 University Drive  
 Anchorage, AK 99508**

**Or,  
[finaid@alaskapacific.edu](mailto:finaid@alaskapacific.edu)**

**FOR STAFF USE ONLY:**

Financial Aid Representative Signature	Date
2 <sup>nd</sup> Financial Aid Representative Signature	Date

**Section E — Notary’s Certificate of Acknowledgement**

(A Notary may use his/her own Certificate of Acknowledgement. There must be a clear indication that the Statement of Educational Purpose was the document notarized.)

## Notary’s Certificate of Acknowledgement for the Statement of Educational Purpose

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.

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

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

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