Submission of Requested Documents

Due to recent guidance issued by the Federal Student Aid division of the Department of Education, we can no longer accept documentation with any Personally Identifiable Information (PII) via an unsecured email or fax. PII is any data that could potentially identify a specific individual or any information used to distinguish one person from another. This includes names, school IDs, SSNs, Dates of Birth, etc.

Therefore, we must ask that you submit documents that have been requested in one of the following ways:

By Mail:
Office of Financial Aid
Wofford College
429 N. Church Street
Spartanburg, SC 29303

In Person:
Bring your forms by our office.
We are upstairs from the Office of Admission in the Hugh S Black Administration Building.

Please contact our office should you have questions or concerns.

Thank you for understanding.
Your 2019-2020 Free Application for Federal Student Aid (FAFSA) was selected for review by the Department of Education in a process called verification. Please complete this verification worksheet accurately, review the following instructions carefully and provide all required documentation. Attach all requested documents and respond to each item. If any of the information provided below differs from information reported on your 2019-2020 FAFSA, we will make the necessary corrections. The results of the verification process will be reported on your financial aid award letter. We will not be able to award you federal, state, or need-based institutional financial aid until you have provided all the information requested.

**Step 1: Student Information**

Student Full Name (PLEASE PRINT) _____________________________________________  W __________________________

Wofford ID Number

Student Social Security Number ___________________________ Student Date of Birth ___________________________ Student Cell Phone No., if available ___________________________

**Step 2: High School Completion**

Provide one of the following documents that indicate the student’s high school completion status when the student will begin college in 2019-2020:

- 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 or GED transcript.
- 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.
- If State law requires a homeschooled 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.
- If State law does not require a homeschooled 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 documents the successful completion of a secondary school education in a homeschool setting.

If the student is unable to obtain the documentation listed above, contact the Financial Aid Office at finaid@wofford.edu.
Step 3: Identity/Statement of Educational Purpose

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

The student MUST appear in person at the Wofford College 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 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.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

If the student is unable to appear in person at the Wofford College Financial Aid Office to verify his/her identity, the student must provide to the institution:

Identity and Statement of Educational Purpose
(To Be Signed in the Presence of a Notary)

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 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 ________________________________
(Print Student’s Name)

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 Wofford College for 2019-2020.

_________________________________________    _______________
(Student’s Signature)                              (Date)

______________________
(Student’s ID Number)

(Notary Certificate of Acknowledgement on Following Page)
Notary’s Certificate of Acknowledgement

State of __________________________________________________________________________
City/County of ________________________________________________________________________
On __________________, before me, __________________________________________________________
(Date) (Notary’s name, printed)
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)

Step 4: Certification

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

By signing this worksheet, I certify that all of the information reported above is true, complete and correct. Electronic signatures are not acceptable.

Student’s Signature ____________________________ Date ________________

Office Use Only

I attest that the individual named above appeared in person and verified his/her identity with the valid, government issued ID copied above.

Print Name: ____________________________ Date: ____________________________

Signature: ____________________________

Title: ____________________________