



**OFFICE OF FINANCIAL AID
2024-25 CUSTOM VERIFICATION WORKSHEET (V4)**

- Your 2024-25 Free Application for Federal Student Aid (FAFSA) was selected for a process called verification by the Department of Education.
- Please complete this verification worksheet accurately, review the following instructions carefully and provide all required documentation.
- If any of the information provided below differs from information reported on your 2024-25 FAFSA, the Office of Financial Aid will make the necessary corrections.
- The results of the verification process will be reported on your financial aid award offer.
- **We will not be able to award you federal, state or need-based institutional financial aid until you have provided all the information requested.**

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

STEP 1: STUDENT INFORMATION

	W	XXX-XX-____
STUDENT FULL NAME (PLEASE PRINT)	WOFFORD ID NUMBER	SOCIAL SECURITY NUMBER

STEP 2: IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE

Identity and Statement of Educational Purpose

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 on page 2.

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.
- B. The original Statement of Educational Purpose on page 2, 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.**

(Continued on page 2.)

**Statement of Educational Purpose
(to be signed at the institution or with a notary)**

I certify that I _____ am the individual signing 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 2024-25.

PRINT STUDENT'S NAME

STUDENT'S SIGNATURE
(ELECTRONIC SIGNATURES NOT ACCEPTABLE)

DATE

STUDENT'S ID #

Notary's Certificate of Acknowledgement

State of _____

City/County of _____

On _____, before me, _____

DATE

NOTARY'S NAME, PRINTED

personally appeared, _____, and proved to me on the

PRINTED NAME OF SIGNER

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

NOTARY SIGNATURE

My commission expires on _____.

DATE

OFFICE USE ONLY FOR STATEMENT OF IDENTIFICATION

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 (ELECTRONIC SIGNATURES NOT ACCEPTABLE)

TITLE

STEP 3: CERTIFICATION

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

STUDENT SIGNATURE (ELECTRONIC SIGNATURES NOT ACCEPTABLE)

DATE

**We cannot accept emailed or faxed documents because of privacy and security concerns.
Please use one of the following methods to submit your documentation.**

MAIL

Office of Financial Aid
Wofford College
429 N. Church Street
Spartanburg, S.C. 29303

IN PERSON

Hugh S. Black Admin Bldg.
2nd floor above Admission