

Concordia University

2025-2026 Verification Worksheet 5

Your Free Application for Federal Student Aid (FAFSA) was selected for a review process called “verification.” In this process the Financial Aid Office will compare information you entered on your FAFSA with the information you submitted on this form. Please complete verification within **two weeks** of receiving the notification that you have been selected for verification. *Your financial aid will not be determined until all verification requirements are completed.* If the requested documentation is not returned before the end of the term, you **WILL NOT** be eligible for Federal, State, or Institutional aid.

What to do:

1. Complete sections 1-3. Make sure to read all instructions as errors can delay the processing of your financial aid. **Leaving questions unanswered WILL result in an incomplete and returned form.** You may need to answer “0” or “N/A” for some questions.
2. Make arrangements to sign section 4 (Identity and Statement of Educational Purpose) & Section 5 (Certification) in front of a Concordia Financial Aid Administrator. This requires having a valid government issued photo ID with you at the time of signing. **IF YOU ARE UNABLE TO APPEAR IN PERSON AT CONCORDIA UNIVERSITY, YOU WILL NEED TO MAKE ARRANGEMENTS TO SIGN THE VERIFICATION WORKSHEET AND A SEPARATE APPENDIX (APPENDIX A) IN FRONT OF A NOTARY. APPENDIX A CAN BE FOUND ONLINE AT: <https://www.cuw.edu/admissions/financial-aid/forms.html>**
3. Mail the completed verification worksheet and notarized Appendix A to the Concordia University Financial Aid Office. **YOU MUST SUBMIT THE ORIGINAL VERIFICATION WORKSHEET – FAXES OR EMAILS WILL NOT BE ACCEPTED.**

Section 1. Student Information

Name: _____	Student ID Number: F00_____
Address: _____	Date of Birth: _____
City, State, Zip: _____	Phone Number: _____

Section 2. Family Information

Write the names of all family members who currently receive more than 50% of their support from either you or your parents AND will continue to receive more than half their support from you/your parent(s) during the award year. **Dependent** students should list: 1) Themselves 2) Parent(s) 3) Parents’ other *dependent* children. This also includes other persons who are supported at least 50% and live in the household. If you need more space please attach a separate page. **Independent** students should list their spouse and their *dependent* children.

Full Name	Age	Relationship
		Self

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Student Name: _____ Student ID: F00 _____

Section 3a. Tax Forms and Income Information: Student

STUDENT:

- Yes**, I did file a 2023 Federal Tax Return and utilized the Direct Data Exchange Tool on my FAFSA. *If yes, continue with section 4b.*

OR

- Yes**, I did file a 2023 Federal Tax Return. I will submit a **signed** 2023 IRS Tax Return Transcript(s) OR a **signed** copy of the 2023 Federal Income Tax Return and applicable schedules.

- No**, I did not file a 2023 Federal Tax Return (if no, continue below.)

ALL Students:

○ Total income earned in 2023 \$ _____ (If no income earned, please enter "0")

○ Source: _____

Please submit all **2023 W-2 forms and other earning statements**. If more space is needed, provide a separate page with the student's name & ID at the top of the page.

ONLY Independent Students:

Provide the IRS Verification of Non-filing Letter dated on/after 10-1-2024. If you are unable to provide the IRS documentation, please submit the Verification of Non-filing Letter found on Concordia's website.

Section 3b. Tax Forms and Income Information: Parent

PARENT:

- Yes**, I/we did file a 2023 Federal Tax Return and utilized the Direct Data Exchange Tool on my student's FAFSA. *If yes, proceed to section 4.*

OR

- Yes**, I did file a 2023 Federal Tax Return. I will submit a **signed** 2023 IRS Tax Return Transcript(s) OR a **signed** copy of the 2023 Federal Income Tax Return and applicable schedules.

- No**, neither parent filed a 2023 Federal Tax Return.

→ I have not filed and am not required to file a 2023 income tax return. *If no, please remain in Section 3 and continue reviewing the information directly below.*

ONLY Dependent Students' Parents

○ Total income earned in 2023 \$ _____ (If no income earned, please enter "0")

○ Source: _____

Please submit all **2023 W-2 forms and other earning statements**. If more space is needed, provide a separate page with the student's name & ID at the top of the page.

AND

→ Provide the IRS Verification of Non-filing Letter dated on/after 10-1-2024. If you are unable to provide the IRS documentation, please submit the Verification of Non-filing Letter found on Concordia's website.

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Student Name: _____ Student ID: F00 _____

Section 4. Identity and Statement of Education Purpose

The below statement **must** be signed in front of a Concordia University financial aid administrator. If you are unable to appear in person at Concordia, PLEASE SEE Page 1 “What to do” #3.

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

The student must appear in person at Concordia University 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 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.

Statement of Educational Purpose

I certify that I _____ am the individual signing this
(Print Student’s Name)

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 Concordia University for 2025-2026.

(Student’s Signature)

(Date)

Section 5. Certification

By signing this worksheet, I (we) certify that all the information reported above is complete and true to the best of my (our) knowledge and belief. (TYPED SIGNATURES OR DIGITAL SIGNATURES WILL NOT BE ACCEPTED – WET SIGNATURES ONLY.)

Student’s Signature: _____ Date: _____

Parent’s Signature: _____ Date: _____
(Dependent Student’s only)

****Attach copy of unexpired government issued photo ID****

Office use only

Verification of signature for Statement of Educational Purpose and verification of match to government issued photo ID.

Financial Aid Administrator (printed)

Date

Financial Aid Administrator (signature)