

**Custom Verification Worksheet
(V4) 2024 - 2025**



Your 2024-2025 FAFSA was selected for a review process known as verification. This means that you are now required to complete and return this Worksheet to the Hampshire College financial aid office. We will update the U.S. Department of Education records of the results of your *Identity & Statement of Educational Purpose* which is on the back of this document. If you have any questions about this process, please email us at financialaid@hampshire.edu or call us at 413.559.5484.

IMPORTANT: This form must be received by the financial aid office within 60 days of us requesting it.

SECTION A: Student's Information

College ID or Social Security # _____

Student's Last Name _____ First Name _____ M.I. _____ Student's Date of Birth _____

Student's Street Address (include apt. number) _____ Student's Phone Number _____

City _____ State _____ Zip _____ Student's Email Address _____

Student Status (circle one): New student Continuing student

SECTION B: Student Signature

Referral of Fraud Cases: If we suspect that a student, employee, or other individual has misreported information or altered documentation fraudulently to obtain federal funds, we report our suspicions and provide any evidence to the U.S. Office of Inspector General.

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

Student's signature _____

Date _____

Avoid these common omissions which may delay the processing of your Worksheet

- **IMPORTANT:** The *Statement of Educational Purpose* must have "wet" signatures. This means that this form CANNOT be faxed to us or uploaded to your portal. Please mail or hand-deliver this completed form to the Financial Aid Office, Hampshire College, 893 West Street, Amherst, MA 01002-3359.
- Be sure that Section B has your signature (the student). Please sign using a pen.
- Write your name (the student) and your Hampshire College ID number on top of page 2 of this Worksheet.
- If you signed the *Statement of Educational Purpose* (on back) in front of a Notary Public, be sure to attach a copy of the valid (not expired) identification used when you signed the form.
- **This Worksheet MUST be received by the financial aid office within 60 days of us requesting it. If it is not received within the 60 days we will need to notify the U.S. Department of Education.**

Thank you for your assistance with the verification process. Feel free to call the financial aid office at 413.559.5484 to speak with someone about the process

For Office Use Only: Date FAA Access updated _____

Student's Name: _____

Student's ID Number: _____

SECTION C: Identity & Statement of Educational Purpose

The student must verify his or her identity by one of the following two methods:

1. Appear in person at the financial aid office at Hampshire College by presenting a valid government-issued photo identification (ID) (cannot be expired), such as, but not limited to, a driver's license, other state-issued ID, or passport. The college will maintain a copy of the student's photo ID that is annotated with the date it was received and reviewed and the name of the college official authorized to receive and review the student's ID. In addition to the ID document, the student must sign, in the presence of a Hampshire College official, the following *Statement of Educational Purpose* provided below.
2. If the student is unable to appear in person at Hampshire College to verify his or her identity, the student may sign the *Statement of Educational Purpose* in front of a notary public and must provide the following to the Hampshire College financial aid office:
 - A copy of the valid government-issued photo ID (cannot be expired) that is acknowledged in the notary statement below, such as, but not limited to a driver's license, other state-issued ID or passport; and
 - The original notarized *Statement of Educational Purpose* provided below. We need a "wet" signature which means we cannot accept a faxed or uploaded copy of the signed *Statement*.

Statement of Educational Purpose

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 Hampshire College for 2024-2025.
(print student's name)

Student's signature

Date

Student's ID number: _____

Notary's Certificate of Acknowledgement

State of _____

County of _____

On _____, before me, _____, personally
(date) (name of notary public)
appeared, _____, and proved to me on basis of
(printed name of signer)
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 _____