



UHCL - Office of Financial Aid
2019-2020
V4 - VERIFICATION WORKSHEET

Your application was selected for review in a process called “verification.” In this process, we are required by federal law (34 CFR, Part 668) to compare the information from your application with the information provided on this form. If there are differences between your application and the documents you submitted, corrections will be made. **We cannot process your financial aid until verification has been completed, so please provide the required documents as soon as possible. Please monitor your UHCL WebMail account for any correspondence from the Office of Student Financial Aid.**

Instructions:

1. Complete this form (black or blue ink ONLY) with the required signatures.
2. Come to the University of Houston-Clear Lake, Office of Student Financial Aid with the documentation requested to complete this form.
3. Do not make any corrections to the FAFSA once you have submitted this form.

A: STUDENT INFORMATION:

<i>Last Name</i>	<i>First Name</i>	<i>M.I.</i>	<i>UHCL Student ID Number</i>
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B: STUDENT HIGH SCHOOL INFORMATION:

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

- ✓ A copy of the student’s high school diploma.
- ✓ For students who completed secondary education in a foreign country, a copy of the “secondary school leaving certificate” or other similar document.
- ✓ A copy of the student’s final official high school transcript that shows the date when the diploma was awarded.
- ✓ A state certificate or transcript received by a student after the student passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination).
- ✓ 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.
- ✓ For a student who was homeschooled in a state where state law does not require the student to obtain a secondary school completion credential for homeschooling (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 includes a statement that the student successfully completed a secondary school education in a homeschool setting.
- ✓ DD Form 214 Certificate of Release or Discharge from Active Duty.

C: IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE

State law requires that you be informed of the following: (1) with few exceptions, you are entitled on request to be informed about the information the University collects about you by use of this form; (2) under sections 552.021 and 552.023 of the Government Code, you are entitled to receive and review the information; and (3) under section 559.004 of the Government Code, you are entitled to have the University correct information about you that is incorrect.

The student must appear in person at the University of Houston–Clear Lake 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:

Please contact the Financial Aid Office by phone at 281-283-2480 to schedule an appointment to complete this section, or visit our office during business hours.

Identity and 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 _____ for 2019–2020.
(Name of Postsecondary Educational Institution)

(Student’s Signature)

(Date)

(Student’s ID Number)

D. SIGN THIS WORKSHEET:

By signing this worksheet, I (we) certify that all the information reported on this worksheet is complete and correct. I understand that the Office of Financial Aid reserves the right to request additional information as needed. Furthermore, I understand that all completed information must be received two (2) weeks prior to the end of the semester for the semester I wish to receive aid in order to receive aid. If dependent, at least one parent must sign. **WARNING:** If you purposefully give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.

Student’s Name

Student Signature

Parent/Step-parent Signature (required for DEPENDENT students ONLY)

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