



# Texas Southern University

Office of Student Financial Assistance

Ph: 713-313-7071 • Fax: 713-313-1858 • financialaid@tsu.edu • www.em.tsu.edu

## 2017–2018 Verification Worksheet

## Dependent – Special Group

### What is Verification?

Your application was selected for review in a process called Verification by the U.S. Department of Education. The financial aid program rules (34 CFR, Part 668) say that before awarding federal student aid, TSU may ask you to confirm the information you and your parents reported on your FAFSA.

To verify that you provided correct information the financial aid administrator Texas Southern University will compare your FAFSA with the information on this worksheet and with any other required documents. This information is required in addition to the information supplied during the completion of the FAFSA. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. If there are differences between the application information and the financial documents, corrections may need to be made to your application requiring your information to be reprocessed. You will receive a new Student Aid Report for your records in the mail with the corrections.

### What you should do?

1. Complete and sign the worksheet – you and at least one parent.
2. Submit the completed worksheet and supporting documentation directly to TSU.

**Processing of your financial aid application cannot be completed without your completed Verification Worksheet and review of information relating to the income and asset information supplied on the FAFSA.**

### A. Student Information

_____	_____	_____	_____
Last name	First name	MI	Student ID Number
_____			_____
Address (include apt. no.)			Date of birth
_____	_____	_____	_____
City	State	Zip code	Phone number (area code)

### B. High School Completion Status

Provide one of the following documents that indicate the student's high school completion status when the student will begin college in 2017–2018:

- 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 home school (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 home school (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's spouse or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a home school setting.

If the student is unable to obtain the documentation listed above, he or she must contact the financial aid office.

**Please send your documents to:**

Texas Southern University  
Office of Student Financial Assistance  
3100 Cleburne Street  
Houston, TX 77004



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## C. Supplemental Nutrition Assistance Program (SNAP-Food Stamps)

Complete this certification if the parent or a member of the parent's household, received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as the Food Stamp Program) sometime during the years of 2015. SNAP may be known by another name in some states. For assistance in determining the name used in a state, please call 1-800-4FED-AID (1-800-433-3243). If more space is needed, provide a separate page that includes the student's name and ID number at the top.

The parent's household includes:

- The student.
- The parents (including the stepparent) even if the student doesn't live with the parents.
- The parents' other children if the parents will provide more than half of their support from July 1, 2017, through June 30, 2018, even if the children do not live with the parents.
- Other people if they now live with the parents and the parents provides more than half of their support and will continue to provide more than half of their support through June 30, 2017.

Note: If we have reason to believe that the information regarding the receipt of SNAP benefits is inaccurate, we may require documentation from the agency that issued the SNAP benefits in 2015.

Name of Person Receiving SNAP Benefits	Relationship to Student	Year Benefits Received	Amount Received

## D. Child Support Paid

Complete this section if one of the parents included in the household paid child support in 2015. List below the names of the persons who paid the child support, the names of the persons to whom the child support was paid, the names of the children for whom the child support was paid, and the total annual amount of child support that was paid in 2015 for each child. If more space is needed, provide a separate page that includes the student's name and ID number at the top.

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Amount of Child Support Paid in 2015

Note: If we have reason to believe that the information regarding child support paid is not accurate, we may require additional documentation, such as:

- A statement from the individual receiving the child support certifying the amount of child support received; or
- Copies of the child support payment checks or money order receipts

## E. Certifications and Signatures

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

### Certifications and Signatures

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Student's ID Number

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

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## F. Identity and State of Educational Purpose (To Be Signed at the Texas Southern University)

The student must appear in person at Texas Southern University to verify his or her identity by presenting a valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. Texas Southern University 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 following:

### Statement of Educational Purpose

I certify that I \_\_\_\_\_, am the individual signing this Statement of  
*(print first and last name)*

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 Texas Southern University for the 2017-2018 award year.

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Student's ID Number)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Date)

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