

## 2019–2020 VERIFICATION WORKSHEET - DEPENDENT (V4)

Please read the entire form, complete ALL sections, attach the requested documentation, sign the form, and return to the Office of Financial Aid and Scholarships. Federal regulations require that we complete verification before processing federal financial aid. If there are differences between the information submitted and your Free Application for Federal Student Aid (FAFSA) the school will make the necessary changes. Incomplete worksheets and documentation will cause delays in processing your financial aid. No determination of aid eligibility can be made until all documents are received and reviewed.

### A. Student Information

_____	_____	_____	@_____
Last Name	First Name	M.I.	Banner (ID) Number
_____			_____
Phone Number (include area code)			NMHU Email Address

### 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 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 requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
- 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.

A student who is unable to obtain the documentation listed above must contact the Office of Financial Aid and Scholarships.

Student's Name: \_\_\_\_\_ NMHU I.D. # @ \_\_\_\_\_

**IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE**  
(To Be Signed at the Institution)

The student must appear in person at New Mexico Highlands University to verify his or her identity by presenting an unexpired valid government-issued photo identification (I.D.), such as, but not limited to, a driver's license, other state-issued I.D., or passport. The institution will maintain a copy of the student's photo I.D. that is annotated 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 I.D.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

**If the student is unable to appear in person at New Mexico Highlands University** to verify his or her identity, the student must provide:

- (a) A copy of the unexpired valid government-issued photo identification (I.D.) 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 I.D., or passport;  
**and**
- (b) The original Statement of Educational Purpose provided below, 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.

**STATEMENT OF EDUCATIONAL PURPOSE**

I certify that I \_\_\_\_\_ am the individual signing this Statement of

(Print Student's 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 \_\_\_\_\_ for 2019–2020.

(Name of Postsecondary Educational Institution)

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

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

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

**Notary's Certificate of Acknowledgement**

State of \_\_\_\_\_

City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_, personally appeared,  
(Date) (Notary's name)

\_\_\_\_\_, and proved to me on the basis of satisfactory evidence of  
(Printed name of signer)

identification \_\_\_\_\_ to be the above-named person who signed the foregoing  
(Type of unexpired government-issued photoID provided) instrument.

WITNESS my hand and official seal \_\_\_\_\_  
(SEAL) (Notary signature)

My commission expires on \_\_\_\_\_

Student's Name: \_\_\_\_\_ NMHU I.D. # @ \_\_\_\_\_

**C. Certification and Signatures**

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

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 Banner ID Number

_____	_____
Student's Signature (Original Signature Required)	Date

_____	_____
Parent's Signature (Original Signature Required)	Date