

## 2019–2020 DEPENDENT VERIFICATION WORKSHEET

Your 2019–2020 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

### I. Student Information:

@ \_\_\_\_\_  
Student's ID Number (if known)

\_\_\_\_\_  
Student's Last Name

\_\_\_\_\_  
Student's First Name

\_\_\_\_\_  
M.I.

\_\_\_\_\_  
Last 4 digits of Student's SSN

\_\_\_\_\_  
Student's Date of Birth

\_\_\_\_\_  
Student's Email Address

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

### II. High School Completion Status

Provide one of the following documents to 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 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.

\_\_\_\_\_  
Student's Last Name\_\_\_\_\_  
Student's First Name\_\_\_\_\_  
M.I.**III. Identity and Statement of Educational Purpose  
(To Be Signed at the Institution)**

Please note that the student must complete either number one **or** two below. Number one must be signed at the institution. Option two must be **notarized**.

**1. Must Be Signed at the Institution**

The student must appear in person **at Hawaii Pacific University's Financial Aid Office** 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. The institution 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  
(Print Student's Name)

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 \_\_\_\_\_ for 2019–2020.

\_\_\_\_\_  
(Name of Postsecondary Educational Institution)

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

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

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

\_\_\_\_\_  
(Printed HPU Representative's Name)

\_\_\_\_\_  
(HPU Department/Office)

\_\_\_\_\_  
(Representative's Signature)

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

\_\_\_\_\_  
Student's Last Name\_\_\_\_\_  
Student's First Name\_\_\_\_\_  
M.I.**2. Must Be Signed With Notary**

If the student is unable to appear in person at Hawaii Pacific University Financial Aid Office to verify his or her identity, the student must provide:

- a) A copy of the valid government-issued photo identification (ID) 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
- b) The **original notarized** Statement of Educational Purpose provided below.

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing  
(Print Student's Name)

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 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, \_\_\_\_\_  
(Date) (Notary's name)personally appeared, \_\_\_\_\_, and provided to me  
(Printed name of signer)on basis of satisfactory evidence of identification \_\_\_\_\_  
(Type of government-issued photo ID provided)

to be the above-named person who signed the foregoing instrument.

**WITNESS my hand and official seal**

(Seal)

\_\_\_\_\_  
(Notary signature)My commission expires on \_\_\_\_\_  
(Date)

**IV. 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 **hand sign in ink** and date.

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

**(Electronic Signatures will not be accepted)**

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Print Student's Name

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@

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Student's ID Number

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Student's Signature (Required)

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Date

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Parent's Signature (Dependent Students Only)

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Date

Submit in Person: **Hawai'i Pacific University Financial Aid Office**  
500 Ala Moana Blvd, Suite 5A  
Honolulu, Hawai'i 96813

Submit by Email: [financialaid@hpu.edu](mailto:financialaid@hpu.edu)

Submit by FAX: (808) 544-0884