



## 2023 – 2024 Verification Worksheet

Your Free Application for Federal Student Aid (FAFSA) was selected for review, or “verification.” We are required by law (34 CFR 668.56) to compare the information from your FAFSA with the information provided on this form. Please complete the entire form and ensure both the student and one parent whose information was included sign this form. Additional documentation may be requested and/or corrections may be made as necessary. **Incomplete forms will not be processed. No determination of aid eligibility can be made until all requested documents are received and reviewed by our office.**

### Student Information

_____	_____	_____	<b>A</b> _____
Last Name	First Name	M.I.	CSC Banner ID
_____			_____
Street Address (include apt no.)			City, State, & Zip Code
_____			_____
Cell Phone (include area code)			Email Address

### Instructions

You must submit a signed and dated **original copy** of this document and check only **one** of the following the instructions below:

**In person:**

The student must appear in person at **Connors State College** 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 (Section A).

**By mail:**

If the student is unable to appear in person at **Connors State College** to verify his or her identity, the student must provide to the institution *both*:

- A copy of the **unexpired valid government-issued photo identification (ID)** that is acknowledged in the notary statement on the next page, or that is presented to a notary, such as, but not limited to, a driver’s license, other state-issued ID, or passport; and
- 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. (Section C)



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### A. Statement of Educational Purpose

I certify that I \_\_\_\_\_ am the individual signing this  
(Print Student 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 Connors State College for 2023-2024.

\_\_\_\_\_  
Student Signature  
*\*no electronic signature\**

\_\_\_\_\_  
Date

### B. Institution Official Certification (*ONLY IF submitted in person*)

\_\_\_\_\_  
Name of Institution Official

\_\_\_\_\_  
Type of Government-Issued Photo ID

\_\_\_\_\_  
Signature of Institution Official

\_\_\_\_\_  
Date

### C. Notary Certification (*ONLY IF submitted by mail*)

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

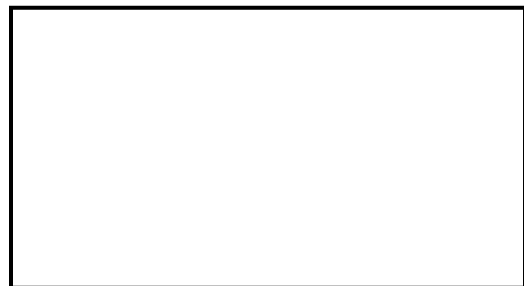
On \_\_\_\_\_, before me, \_\_\_\_\_  
*Date Printed name of Public Notary*

Personally appeared \_\_\_\_\_ and provided to me on basis of  
*Printed name of Signer*

satisfactory evidence of identification \_\_\_\_\_, to be the above-named person  
*Type of unexpired government-issued photo ID*  
who signed the foregoing instrument.

WITNESS my hand  
and Official Seal \_\_\_\_\_  
*Notary Signature*

My commission expires on \_\_\_\_\_  
*Expiration Date*



**Certifications & Signatures**

By signing this document, you agree that you have carefully read and acknowledge the statements below:

- ✓ The student and one parent (whose information was reported on the FAFSA) must sign and date.
- ✓ The student and parent both certify that all information reported on the previous pages is complete and correct, including the **Statement of Educational Purpose**, to qualify for and receive Federal Student Aid at Connors State College.
- ✓ The student agrees to submit all necessary documentation, including an **unexpired government-issued photo ID**, with this 2023-2024 Verification Worksheet.
- ✓ The Financial Aid Office may require and request additional documentation from the student and/or parent as necessary to satisfy requirements for the verification process.

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

\_\_\_\_\_  
Student's Signature  
*\*no electronic signature\**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature  
*\*no electronic signature\**

\_\_\_\_\_  
Date

Please submit the notarized forms to either of our Financial Aid Offices below:

**Warner Campus**  
Connors State College  
Attn: Financial Aid  
700 College Rd  
Warner, OK 74469  
P – 918.469.2931  
F – 918.203.3535

**Muskogee Campus**  
Connors State College  
Attn: Financial Aid  
2501 N 41<sup>st</sup> St E  
Muskogee, OK 74403  
P – 918.684.5414  
F – 918.203.3535