

# 2024-2025 V4 Verification Worksheet

Your 2024-2025 Free Application for Federal Student Aid (FAFSA) was selected for a review process called verification. To verify that you provided correct information on your FAFSA, Duquesne University will compare your FAFSA information to this worksheet and with any other required documentation. If there are differences, your FAFSA information may require correction which may result in a re-calculation of federal aid.

Verification must be completed and processed to meet disbursement eligibility for some financial aid programs. This form, 2022 Tax Information, and other required documentation must be submitted to the Duquesne University Financial Aid Office at your earliest convenience. If you have any questions regarding the completion of this document, please contact the financial aid office.

**Note: If your FAFSA required parental information, then you are classified as a Dependent Student and you MUST complete the parental portions of this worksheet & parent signature is required.**

## A. Student's Information

Last Name	First Name	MI	SSN or ID Number
Student's Street Address (include apt. no.)			Date of Birth
City	State	Zip Code	Email Address
Student's Home Phone Number (include area code)			Cell Phone Number

## B. Identity and Statement of Educational Purpose (To Be Signed at the Institution)

The student must appear in person at Duquesne University 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.

## Statement of Educational Purpose

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

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 Duquesne University for 2024-2025.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Financial Aid Representative

\_\_\_\_\_  
Date

### C. Certification and Signatures

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Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail or both.**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature (Dependent Students Only)

\_\_\_\_\_  
Date

**D. Notary Certificate of Acknowledgement**

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If the student is unable to appear in person at Duquesne University’s Financial Aid Office to verify his or her identity and sign the above worksheet, 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 that is provided below.

**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 Financial Assistant that I may receive will only be used for educational purposes and to pay the cost of attending Duquesne University.

\_\_\_\_\_  
(Student’s Signature)

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

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**Notary’s Certificate of Acknowledgement**

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

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

On \_\_\_\_\_, before me, \_\_\_\_\_, personally  
(Date) (Notary’s Name)

appeared, \_\_\_\_\_, and provided to me on basis of satisfactory evidence of  
(Printed Name of Signer)

identification \_\_\_\_\_ to be the above-named person who signed the  
(Type of government-issued photo ID provided)

foregoing instrument.

Witness my hand and official seal \_\_\_\_\_  
(Seal) (Notary Signature)

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