



## 2016-2017 INDEPENDENT CUSTOM VERIFICATION GROUP (V4) INSTRUCTIONS

### Instructions for Completing the Independent Custom Verification Group (V4) Form

#### **A. Instructions**

We have received the student's 2016-2017 Free Application for Federal Student Aid (FAFSA). The student's FAFSA was selected for review in a process called Verification. As part of this process, Jackson State University is required by federal regulation to collect information to verify that the FAFSA information is accurate. If any differences are found, we will make corrections electronically on the student's behalf and the student will receive an updated Student Aid Report (SAR).

Clearly print and complete all information. Do not leave any items blank; enter "N/A" if not applicable. If more space is needed for any of the sections, provide a separate sheet that includes the requested information, and include the student's name and J-Number at the top of each sheet. The student must complete and return their form to the Financial Aid Office as soon as possible.

#### **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 2016–2017:

- 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, an official GED transcript that indicates that the student passed the exam, or a state-authorized high school equivalent certificate.
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- 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 homeschooled student from a state where state law requires the 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.
- For a homeschooled student from a state where state law does not require the 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 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 home school setting.

Note: A student who is unable to obtain the documentation listed above must contact the JSU Financial Aid Office at 601-979-2227 or email at [finaid@jsu.edu](mailto:finaid@jsu.edu).

### **C. Supplemental Nutrition Assistance Program (SNAP)**

The student certifies that a member of the student's household, received benefits from the Supplemental Nutrition Assistance Program (SNAP) sometime during 2014 or 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).

The student's household includes: (1) the student; (2) the student's spouse, if the student is married; (3) the student's or spouse's children if the student or spouse will provide more than half of the children's support from July 1, 2016 through June 30, 2017, even if the children do not live with the student; and (4) other people if they now live with the student and the student or spouse, if married, provides more than half of the other people's support and will continue to provide more than half of their support through June 30, 2017. If the Financial Aid Office has reason to believe that the information regarding the receipt of SNAP benefits is inaccurate, documentation from the agency that issued the SNAP benefits in 2014 or 2015 may be required.

### **D. Child Support Paid**

If the student and/or spouse, if married, who is a member of the student's household, paid child support in 2015, they must provide: (1) the names of the persons who paid the child support, (2) the names of the persons to whom the child support was paid, (3) the names and ages of the children for whom the child support was paid, and (4) the total annual amount of child support that was paid in 2015 for each child.

If the Financial Aid Office has reason to believe that the information regarding child support paid is inaccurate, additional documentation may be required, such as: (1) a signed statement from the individual receiving the child support certifying the amount of child support received; or (2) copies of the child support payment checks, money order receipts, or similar records of electronic payments having been made.

### **E. CERTIFICATION**

Each person signing this worksheet certifies that all of the information reported on it is correct and complete.

**WARNING:** If an individual purposely give false or misleading information on this worksheet, he/she may be fined, be Sentenced to jail, or both.

**F. Identity and Statement of Educational Purpose**

The student must appear in person at Jackson State University and complete the Identity and Statement of Educational Purpose 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 by the institution with the date it was received and reviewed and the name of the official at the institution authorized to collect the student's ID.

If the student is unable to appear in person at Jackson State University 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 provided or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; and (b) The original Statement of Educational Purpose 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.

**G. Identity and Statement of Educational Purpose**

The student must appear in person at Jackson State University and complete the Identity and Statement of Educational Purpose 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 by the institution with the date it was received and reviewed and the name of the official at the institution authorized to collect the student's ID.

If the student is unable to appear in person at Jackson State University 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 provided or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; and (b) The original Statement of Educational Purpose 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.