

THE LIME NEWS

FINANCIAL LEARNING AMBASSADOR PEER TO PEER PROGRAM

STEPS TO VERIFICATION

Financial Learning Ambassador Peer Program

What is Verification?

Verification confirms the answers you provided on your FAFSA. You are asked to provide copies of documents (like your federal tax return) and fill out forms to show that your information matches. Many times, the Department of Education randomly selects students. Other times, information cannot be confirmed, for instance, your legal name and Social Security number. In those cases, Valencia College will need additional documentation from you. Please check your Atlas account and submit any requested documentation through our Financial Aid Office's Secure Document Upload Form.

- Go to **Valenciacollege.edu**
- Type **Financial Aid** on the search engine, located on the top right corner of the website
- Click **Getting Started**
- Select Obtaining Forms
- Utilize the **Financial Aid Office's Secure Document Upload Form** link to submit your documents

You must include your Valencia College ID (VID) number in all communications sent to the college.

On the next page you will find useful steps to complete this process.



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Step 1: Submit Verification Worksheet

- Independent Verification Worksheet (over the age of 24)
- Dependent Verification Worksheet (under the age of 24)

Find forms by following the steps below:

- Go to Valenciacollege.edu
- Type **Financial Aid** on the search engine, located on the top right corner of the website
- Click **Getting Started**
- **Select Obtaining Forms**
- **Under How can I obtain forms?** Click the **HERE** button
- See the list of forms available, and select the forms corresponding to your requirements.

When you submit the verification form, please attach the required documents through the **Financial Aid Office's Secure Document Upload Form**.

Step 2: Obtain Verification Documents

- You may either submit a copy of your federal tax return(s) and W-2 form(s), or you can request a federal tax return transcript and a W-2 transcript at: irs.gov/individuals/get-transcript. dependent or independent verification of non-filing
- If you or your parent(s) did not file a tax return, please request a Verification of Non-Filing Letter from the IRS. Unable to get a copy of your Verification of Non-Filing Letter from the IRS? Follow the requirements above to find our student forms and select the appropriate Verification of Non-filing for your situation. Be sure to select the correct academic year.



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FINANCIAL LITERACY AMBASSADOR PEER TO PEER PROGRAM

STEPS TO VERIFICATION

Financial Literacy Ambassador Peer Program

- Occasionally, you may be asked to prove your identity. If you have been selected, find the Student's Identity and Statement of Educational Purpose Form with the steps above. Be sure to select the correct academic year. Please note that you will need to upload the form with a copy of your valid government ID.
- If your parent(s) is unwilling to provide their financial information to the college, please contact our **virtual answer center**.
 - Go to **Valenciacollege.edu**
 - Type **Answer Center** on the search engine, located on the top right corner of the website
 - Click **Visit the Virtual Answer Center Waiting Room**

Step 3: Monitor Your Atlas Account

- Upon submission of all required documents, review the "Steps to Obtain Financial Aid" for information on how to monitor your Atlas account regarding changes to your financial aid package and/or any additional documents that may be required.

Verifications may take up to 10 business days to be processed once all documents have been received by the college.

For more useful information, follow us on social media



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