DEPENDENT VERIFICATION WORKSHEET (V4)
2024 – 2025

Custom Verification

Your application for financial aid was selected for review in a process called "Verification." Please submit the documentation as soon as possible but no later than 120 days after your last day of enrollment, or by September 2025, whichever occurs first. The exact deadline date is determined by the Department of Education (ED) and is typically announced by the end of June. No funds will be disbursed until the verification process is completed. Failure to complete the verification process by the deadline will result in your ineligibility for Title IV funds for the award year. The law states we have the right to ask you for this information before awarding any federal aid. If there are differences between the information supplied on your federal application and your financial documents, we will need to correct this information. *We must review the required information under the financial aid program rules (34 CFR, Part 668).*

The Department of Education has requested that the institution verify certain items for a student selected for this review. All verification items listed on this worksheet must be verified to determine Title IV eligibility.

To review the status of your awards, please visit your GCU Student Portal at http://gcuportal.gcu.edu/.

All fields are required to be completed. If you have any questions, please contact your GCU Student Services Counselor.

A. Student Information

STUDENT NAME: _____ GCU STUDENT NUMBER: _____

Address: _____ Date of Birth: _____

City: _____ State: _____ Zip: _____ Phone No.: _____

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STUDENT NAME: _____ GCU STUDENT NUMBER: _____

B. Proof of Identity: COMPLETE EITHER SECTION 1, 2, OR 3

1. To be Signed in the Physical Presence of a Grand Canyon University Official

The student must appear in person at GCU 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 & signature of the official at the institution authorized to receive and review the student's ID.

2. Video Conference with a Grand Canyon University Official

The student must appear via video conference with a GCU university official 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 scanned copy, electronic or hard copy, of the student's photo ID along with a screen capture of the video conference showing the university official and the student displaying the ID used to verify identity. The capture must include all participants' names and faces, visible via live video.

3. To be Signed in the Presence of a Notary

If the student is unable to appear in person at GCU or via video conference with a GCU official to verify his or her identity, the student must provide to the institution the following **via mail** to the address listed at the bottom of this page:

   A.   A copy of the unexpired valid government-issued photo ID that is acknowledged in the notary statement below, 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 Notary's Certificate of Acknowledgement provided below, which must be notarized.

Notary's Certificate of Acknowledgement

State of _____ City/County of _____

On _____, before me, _____,
                      (Date)   (Notary's Name)
personally appeared, _____ and provided to me on basis of satisfactory
                                      (Printed Name of Signer)
evidence of identification _____ to be the above-named person who signed
                                  (Type of unexpired U.S. government-issued photo ID)
the foregoing instrument.

WITNESS my hand and official seal   _____
                (seal)   **(Notary Signature)**

My commission expires on _____
                                                                     (Date)

C. Certification and Signature

By signing below, both student and parent whose information was reported on the FAFSA certify that all of the information reported is complete and correct.

Student Signature: _____Date: _____

Parent Signature: _____Date: _____

Signature must be hand-signed. No photocopied, typed, or electronic signatures may be accepted. If notarized, the signature must be an original (i.e., "wet") that is mailed or delivered to GCU.

Mail this document and a copy of the photo ID presented (e.g., driver license) to the Notary to: Grand Canyon University, Office of Financial Aid, P.O. Box 11549, Phoenix, AZ 85061. California Notaries: Using the separate CA notary form is acceptable as long as the type of photo ID presented is noted on the form. WARNING: If false or misleading information is purposely given on this worksheet, student/parent may be fined, sent to prison, or both.

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