



Bronx Campus
Office of Student Financial Services
2501 Jerome Avenue
Bronx, NY 10468
Phone: (646) 393-8400

New Rochelle Campus
Office of Student Financial Services
434 Main Street
New Rochelle, NY 10801
Phone: (914) 740-684

2025-26 CUSTOM VERIFICATION GROUP - NOTARY (V4)

Your Free Application for Federal Student Aid (FAFSA) was selected by the Federal Department of Education for review in a process called "Verification." In this process, the Office of Student Financial Services will compare information from your FAFSA with this worksheet and any other required documents. The Verification must be finalized prior to the distribution of federal aid. If inconsistencies are found between your FAFSA, verification worksheet, and other documentation, the Office of Student Financial Services may electronically amend the necessary changes.

1. Complete all sections of this worksheet that apply to you.
2. Submit the completed and signed Verification Worksheet along with the requested documentation to the Office of Student Financial Services.

A. STUDENT INFORMATION (Please Print)

| | | | | |
|-------------------------|---------------------|-----------------------------|----------|-----------------------------------|
| Last Name | First Name | Monroe University ID Number | | |
| Address (include Apt.#) | City | State | Zip Code | Date of Birth (MM/DD/YYYY) / / |
| Cell Phone # () | Home Phone # () | Personal E-Mail | | |

B. IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE (To Be Signed in the presence of a Notary)

The student is unable to appear in person at Monroe University - Bronx/New Rochelle Campus, to verify his or her identity, the student must provide to the institution both of the following items:

- (a) A copy of the unexpired valid government-issued photo identification (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 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.

I am unable to appear in person at Monroe University - Bronx/New Rochelle Campus, therefore I am signing the Statement of Educational Purpose in the presence of the notary.

STATEMENT OF EDUCATIONAL PURPOSE

I certify that I _____ am the individual signing this Statement of Educational Purpose
(Print Student's First Name and Last Name)

and that the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Monroe University - Bronx/New Rochelle Campus for 2025-26.

Student's Signature

Monroe University ID Number

Date

NOTARY'S CERTIFICATE OF ACKNOWLEDGEMENT

State of _____, City/County of _____ on _____, (Date)

before me, _____, personally appeared, _____, and (Notary's Name) (Printed name of signer)

proved to me on basis of satisfactory evidence of identification, _____, to be the above-name person who (Type of unexpired government-issued photo ID provided)

signed the foregoing instrument.

WITNESS my hand and official seal (seal)

(Notary Signature)

My commission expires on _____ (Date)

Student's First and Last Name: _____ Monroe University ID Number: _____

C. CERTIFICATION

The student signing this worksheet certifies that all the information reported on this form is complete and accurate. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined up to \$20,000, be sentenced to jail, or both.**

Student's Signature

Date

***** OFFICE USE ONLY *****

Completed by the designated financial aid administrator:

ID Type: _____ Copy of ID attached: ☐

Designated FAA Name: _____
(Print Designated FAA Name)

Designated FAA Title: _____

Designated FAA Signature: _____ Date: _____