



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

2026-2027 CUSTOM VERIFICATION GROUP - (V4) NOTARY

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.

INSTRUCTIONS:

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. VERIFICATION OF IDENTITY (To Be Signed in the presence of a Notary)

In order to complete verification at **Monroe University - Bronx/New Rochelle Campus** and to verify your identity, you must present:

- (a) An unexpired, valid, government-issued photo identification (ID) such as a U.S. passport, a driver's license, or other state issued ID that is acknowledged in the notary statement below, or that is presented to a notary.

Check the box that applies below:

- The student appeared in person and presented acceptable identification to an institutionally authorized individual.
- The student was verified by a service provider that is compliant with National Institute of Standards and Technology Identity Assurance Level 2 (NIST IAL2). The institution received acceptable documentation directly from the service provider confirming the date of the verification and that the student's identity was verified under the NIST IAL2 standard.
- The student was unable to appear in-person and provided the institution with a copy of the acceptable identification presented to a notary and a signed notary statement.
- The student was unable to appear in-person and appeared on a video call with institutional personnel and presented the acceptable identification to an institutionally authorized individual.
- The student is a confined or incarcerated individual and was verified by an authorized official at the correctional facility where the individual is confined or incarcerated.

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

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)

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: _____
(Printed Designated FAA Name)

Designated FAA Title: _____

Designated FAA Signature: _____ Date: _____