



## 2024-2025 CUSTOM VERIFICATION WORKSHEET (V4)

Your 2024–2025 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and/or your parents reported on your FAFSA. The financial aid administrator at your school will compare your FAFSA with the information on this worksheet and any other required documents. If there are differences, your FAFSA information may need to be corrected. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

**Warning: This form will be rejected if it is incomplete or illegible...please complete carefully.**

### STEP 1 – STUDENT INFORMATION

<b>Last Name</b>	<b>First Name</b>	<b>Social Security Number</b>	<b>Student ID</b>
<b>Permanent Address</b>	<b>Street &amp; Number</b>	<b>City/State/Zip</b>	
<b>Home Phone</b>	<b>Cell Phone</b>	<b>Email Address</b>	

### STEP 2 – Identity and Statement of Educational Purpose

The student must choose (A) or (B) to fulfill the requirements.

- A. Student must appear in person at Keystone College 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 of the official at the institution authorized to receive and review the student’s ID.

-In addition, the student must sign, *in the presence of the institutional official*, the attached Statement of Educational Purpose provided below.

- B. Student is unable to appear in person at Keystone College to verify his or her identity, the student must provide:
  1. 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*
  2. 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.

**CERTIFICATION AND SIGNATURES**

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

**\*\*\*Use this sheet if you chose Step 2- A (to be completed in the presence of a Keystone College official)\*\*\***

**STATEMENT OF EDUCATIONAL PURPOSE**

I certify that I \_\_\_\_\_ am the individual signing this  
(Print Student's Name)  
Statement of Educational Purpose and that the federal student financial assistance  
I may receive will only be used for educational purposes and to pay the cost of  
attending Keystone College for 2024-2025.

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student's ID Number)

Keystone College Official

Print Name

Signature

Date

\*\*\*Use this sheet if you chose Step 2-B (to be completed in the presence of a notary)\*\*\*

\*\*\*If this form is used you must mail the original document, we cannot accept fax, scan, or emailed copies\*\*\*

**STATEMENT OF EDUCATIONALPURPOSE**

I certify that I \_\_\_\_\_ am the individual signing this  
(Print Student's Name)

Statement of Educational Purpose and that the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Keystone College for 2024-2025.

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student's ID Number)

**NOTARY'S CERTIFICATEOF ACKNOWLEDGEMENT**

State of \_\_\_\_\_

City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_  
(Date) (Notary's name)

personally appeared, \_\_\_\_\_, and provided to me  
(Printed name of signer)

on basis of satisfactory evidence of identification \_\_\_\_\_  
(Type of government-issued photo ID provided)

to be the above-named person who signed the forgoing instrument.

**WITNESS my hand and official seal**

\_\_\_\_\_  
(Notary signature)

(seal here)

My commission expires on \_\_\_\_\_  
(Date)

**Submit this worksheet to:**

Keystone College  
Student Central  
Att. Financial Aid  
One College Green  
LA Plume, PA  
18440

Phone: 570-945-8300 FAX: 570-945-8967

Email: [financialaid@keystone.edu](mailto:financialaid@keystone.edu)

Please make a copy for your records.