Verification Instructions

Your financial aid application was selected for review in a process called “verification.” In this process, our office will compare your 2016/17 FAFSA or California Dream Application information to verification form(s) and 2015 tax information. After completing this review, if there are differences, we will send corrections to the Office of Federal Student Aid or California Student Aid Commission. This may change your estimated financial aid offer.

For more information on verification, see our Web page at: www.csuchico.edu/fa/policies/verification.shtml.

WHAT YOU NEED TO DO:

1. Forms we need are posted on the “To Do List” in your Student Center. **Do NOT submit verification documents that are not requested.** Click details on your “To Do List” item for instructions describing what you need to do. Check your Student Center regularly. Sometimes additional documents and forms may be requested for clarification.

2. You may fax, mail, or deliver forms to our office.
   a. Items submitted by fax should automatically update on your Student Center “To Do List” from “requested” to “received” within 72 hours. If you have any questions after 72 hours, please call us. Please do not resend additional copies unless specifically asked to do so.
   b. Items submitted by mail or delivered to our office should update on your Student Center “To Do List” from “requested” to “received” within five weeks. If you have any questions after five weeks, please call us. Do not submit additional copies unless specifically asked to do so.
   c. Check your Student Center on a weekly basis after your forms show as received. If we need any additional information, it will show up on your “To Do List.” It may take several weeks to complete your verification after all documents have been received. During peak processing times, verification may take 8-12 weeks. Your file is complete once all items have disappeared from your “To Do List.”

3. **Do NOT e-mail forms,** as e-mail is not a secure means of communication.

4. Check your Student Center to verify forms have been received.

5. **You must submit all requested items on your “To Do List” by June 1 in order to have your file complete for the first fall disbursement.**

*Please do not return this instruction page.*
Your application was selected for a review in a process called “Verification.” Complete the chart below and return the completed form to our office. For more information on verification, see our Web page at: [www.csuchico.edu/fa/policies/verification.shtml](http://www.csuchico.edu/fa/policies/verification.shtml).

### Section 1: Household Information

**COMPLETE if you are a DEPENDENT STUDENT (See Section 2 to determine your dependency status):**

- What is your parent(s) marital status:
  - [ ] Never Married
  - [ ] Single
  - [ ] Widowed
  - [ ] Divorced/Separated
  - [ ] Married or Remarried
  - [ ] Unmarried, but living with student’s other legal parent
- What is your parents’ marital status date: ____________________

**COMPLETE if you are an INDEPENDENT STUDENT (See Section 2 to determine your dependency status):**

- What is your (student) marital status?
  - [ ] Never Married
  - [ ] Single
  - [ ] Widowed
  - [ ] Divorced/Separated
  - [ ] Married or Remarried
- What is your (student) marital status date: ____________________

### Section 2: DETERMINE your DEPENDENCY STATUS and who is considered a household member:

Was your parent’s information required on the FAFSA or California Dream Application?
- [ ] Yes
- [ ] No

#### If Yes: You are a Dependent Student

Include the following in the Household Size chart on page 2:
- Yourself.
- The parent(s) you live with (include step-parent, same-sex parents, and unmarried legal parents if they live together).
- If you do not live at home, list the parent(s) whose information was used on the FAFSA or California Dream Application.
- Your parents’ other children ONLY IF:
  - The parent(s) listed on your 2016/17 FAFSA or California Dream Application will provide more than 50% of their support from July 1, 2016 through June 30, 2017, OR
  - The children would be required to provide parental information when filling out a 2016/17 FAFSA or California Dream Application. Do not include parents’ other children if they were born before January 1, 1993.
- Other people currently living with your parent(s) for whom your parent(s) currently provide and will continue to provide at least 51% of their support from July 1, 2016 through June 30, 2017.

#### If No: You are an Independent Student

Include the following in the Household Size chart on page 2:
- Yourself.
- Your spouse, if you are married.
- Your children ONLY IF you will provide at least 51% of their support from July 1, 2016 to June 30, 2017.
- Other people currently living with you for whom you currently provide and will continue to provide at least 51% of their support from July 1, 2016 to June 30, 2017.
Section 3: Household Size Chart

Print the names of all household members who meet the conditions above in the space(s) below. Also print the name(s) of the college for any household member who will be attending at least half-time between July 1, 2016 and June 30, 2017, and will be enrolled in a degree, or certificate program. **DO NOT LIST CHILDREN FOR WHOM YOU OR YOUR PARENTS PAY CHILD SUPPORT ON BEHALF OF.** If you need more space, attach a separate page.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Age</th>
<th>Born Before January 1, 1993? (yes or no)</th>
<th>Relationship to Student</th>
<th>Name of College Attending (Do not list colleges being attended by parents)</th>
<th>CSU, Chico ID # (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Margaret Smith</td>
<td>20</td>
<td>no</td>
<td>Self</td>
<td>CSU, Chico</td>
<td>000000000</td>
</tr>
</tbody>
</table>

Certification Statement

I hereby certify that all information on this form is accurate and complete to the best of my knowledge.

Student Signature ___________________________ Date __________

Parent (If a dependent student, at least one parent must sign)

Signature ______________________________________ Date __________

**IF YOU SUBMIT A WORKSHEET THAT IS MISSING INFORMATION OR REQUIRED SIGNATURES, YOUR FILE WILL BE INCOMPLETE. THIS MAY DELAY PROCESSING YOUR FINANCIAL AID A MINIMUM OF 8 WEEKS.**

Fax to 530-898-6883. Faxed documents will show up as “received” within 72 hours on the Student Center “To Do List”. Documents submitted in-person or by mail will show as “received” within five weeks.