

# DePaul University

## Office of Financial Aid at DePaul Central

### Verification FAQ



#### Why was I selected for verification?

Verification is a review process required by federal student aid regulations. It simply means the information on your Free Application for Federal Student Aid (FAFSA) needs to be confirmed with supporting documents. If changes to your FAFSA are required due to verification, your eligibility for need-based awards may change. Our office will send you an electronic award notification if there are any changes to your eligibility.

#### How do I complete this process?

Use your BlueKey login to view your **To Do** list in [Campus Connect](#). For more information on each required item, see the 2023–2024 Verification Document List at the end of this FAQ. Items may be submitted via:

- Our secure document upload: <https://wdat.is.depaul.edu/FAUpload/default.aspx>
- Our secure fax line (312) 362-5748
- Mail to the Office of Financial Aid at DePaul University, 1 E. Jackson Blvd, Suite 101, Chicago, IL 60604-2287
- In person at [DePaul Central](#) at the Loop or Lincoln Park campuses
- To protect your personal information, please do not email documents.

If you cannot submit the requested documents or have any questions, contact us for assistance at (312) 362-8610. We will be happy to guide you through this process.

#### What happens if I do not complete verification?

- Your eligibility for need-based federal, state, and university grant aid cannot be determined until you complete verification, therefore you will not receive an award package. If you are a new student, you will receive an estimate.
- If you do not submit the required documentation by the deadline, your financial aid may be cancelled.
- **If you have a balance due, Student Accounts will place a hold on your registration.**

#### What are the important deadlines?

Financial aid is time sensitive, and we recommend that you submit your documents **within 14 days** of receiving the request. Since some programs have specific processing requirements, your funding may be reduced or canceled if you delay the submission of your documents, as explained below:

- If you are eligible for the **Illinois Monetary Award Program (MAP)**, you need to complete verification as soon as you are notified, but no later than two weeks before the quarterly payment claim date established by the State of Illinois. Funding is limited and time sensitive. You may not receive funding if you complete verification after the dates below:
  - Fall Quarter: October 1<sup>st</sup>
  - Winter Quarter: February 1<sup>st</sup>
  - Spring Quarter: April 15<sup>th</sup>
- If you plan to borrow federal student loans, you must complete verification no later than November 1<sup>st</sup> for academic year loans and no later than the 6<sup>th</sup> week of the quarter for partial-year loans to allow sufficient processing time.
- If you are eligible for the Federal Pell Grant, you must complete verification within 120 days of your last date of attendance for the academic year or no later than the verification deadline established by the Department of Education (check with the Office of Financial Aid for this date), whichever is earlier.
- If you receive institutional need-based funds, you must submit verification documents by October 1<sup>st</sup> for full year awards, and by the 6<sup>th</sup> week of the quarter for partial-year awards.
- Any exceptions made to the above deadlines will be on an appeal basis, dependent on the availability of funds, and in all cases based upon federal, state, and university regulations.

## 2023–2024 Verification Documents

If Your To Do List Requests:	How can I find this and what should I do?
<b>2023-2024 Student Verification Worksheet</b> <small>(available in Campus Connect)</small>	<ul style="list-style-type: none"> <li>○ Click on the link in your <b>To Do</b> List to open the form;</li> <li>○ Answer all questions, <b>obtaining necessary signature(s) and date</b>, and submit the worksheet to the Office of Financial Aid at DePaul Central.</li> </ul>
<b>2021 Tax Documentation</b>	<ul style="list-style-type: none"> <li>○ <b>We recommend you use the IRS Data Retrieval Tool (DRT) to transfer your federal income tax information into your FAFSA.</b> If you are not eligible to complete this step and tax information is required, review the options below.</li> <li>○ <b>Submit a signed copy of the 2021 Federal Income Tax Return 1040 and all schedules to our office.</b> Be sure to submit all pages and include the student's DePaul ID on documents. You may also request a 2021 Tax Return Transcript (TRT) from the IRS to submit to our office if you do not have a copy of your 2021 federal tax return. The TRT may be requested from the IRS by phone at (800) 908-9946 or at the IRS website: <a href="https://www.irs.gov/individuals/get-transcript">https://www.irs.gov/individuals/get-transcript</a>.</li> <li style="text-align: center;"><b>-OR-</b></li> <li>○ <b>Submit a signed copy of the Foreign Income Tax Return.</b> If you have foreign earnings and did not file taxes in the U.S, submit a copy of the foreign tax return filed with currency converted figures, the conversion rate used and the date that rate was in effect attached.</li> <li style="text-align: center;"><b>-OR-</b></li> <li>○ <b>If you filed an amended return or are a victim of identity theft please contact our office for assistance.</b></li> </ul>
<b>2021 Student/Spouse W2</b>	<ul style="list-style-type: none"> <li>○ Submit copies of all <b>your (and your spouse, if applicable)</b> 2021 W-2 forms, 1099-G, 2021 Schedule C(s), or 2021 Schedule SE(s).</li> </ul>
<b>2021 Parent(s) W2</b>	<ul style="list-style-type: none"> <li>○ Submit copies of all your parent(s) 2021 W-2 forms, 1099-G, 2021 Schedule C(s), or 2021 Schedule SE(s).</li> </ul>
<b>Household/Number In College Verification Worksheet</b> <small>(available in Campus Connect)</small>	<ul style="list-style-type: none"> <li>○ Click on the link in your <b>To Do</b> List to open the form;</li> <li>○ Answering all questions, <b>obtaining necessary signature(s) and date</b>, and submit it to the Office of Financial Aid at DePaul Central.</li> </ul>
<b>Taxable Grant/Scholarship Aid</b> <small>(available in Campus Connect)</small>	<ul style="list-style-type: none"> <li>○ Click on the link in your <b>To Do</b> List to open the form;</li> <li>○ Answering all questions, <b>obtaining the necessary signature(s) and date</b>, include any required documentation, and submit it to the Office of Financial Aid at DePaul Central</li> </ul>

**Submit all To Do List items to the Office of Financial Aid at DePaul Central. Directions available on page 1.**

**Learn more about Financial Aid – [Watch FATV videos](#)**

**Questions? Need more information?**

**Call DePaul Central: (312) 362-8610**