1. **What is verification?**
   Verification is a review process required by federal student aid regulations: it simply means that the information on your Free Application for Federal Student Aid (FAFSA) needs to be confirmed with supporting documents.

2. **Where can I find out what I need to submit in order to complete verification?**
   The documentation you need to submit will be listed in your “To Do List” in Campus Connection. To find your “To Do List”, simply log into Campus Connect at campusconnect.depaul.edu and look at the “To Do List” in the upper right hand corner of your Student Center page. See the chart below to determine what you will need to do for each item.

<table>
<thead>
<tr>
<th>Items you may need to submit</th>
<th>How can I find this, and what should I do?</th>
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| **Verification Worksheet**  | o If your “To Do List” indicates you need to submit a verification worksheet click on the embedded link to open the form;  
|                            | o Print the worksheet, complete it with signature and date, submit it to the Office of Financial Aid at DePaul Central (see question 4);  
|                            | o Be sure to answer all the questions and **obtain the necessary signature(s)**  |
| **Tax Documentation**       | If we need documentation of your tax information you can get that in one of two ways:  
|                            | o **IRS Data Retrieval through the FAFSA:** This is the preferred method of verification. If you and/or your parent(s) filed a 2014 tax return, you may be eligible to electronically update your FAFSA information directly from the IRS. This is called the IRS data retrieval. Simply log into your online FAFSA at [fafsa.ed.gov](http://fafsa.ed.gov) and select “Make FAFSA Corrections” then select “Financial Information.” From there, you should be able to retrieve the IRS data (you will leave the FAFSA site during this process). Make sure to Transfer the information and Sign and Save your FAFSA before closing out of the site.  
|                            | -**OR**-  
|                            | o If you do not qualify to use the IRS Retrieval Tool on the FAFSA application, please request a copy of your 2015 IRS Tax Return Transcript and submit a copy to our office. You may request that from the IRS by phone (800) 908-9946 or online at the IRS website at [www.irs.gov](http://www.irs.gov). In the “Tools” section of the website, select “Get Transcript” and follow the instructions. **Note:** A copy of your standard tax return (1040) is not acceptable – the IRS Tax Return Transcript is required.  
|                            | -**OR**-  
|                            | o If you filed a tax extension, an amended return or are a victim of identity theft please contact our office for assistance.  
| **Income Documentation**   | **Note regarding Foreign Earnings:** If you have foreign earnings and did not file taxes in the U.S, please submit a copy of your foreign tax return with currency converted figures, the conversion rate used and the date that rate was in effect attached.  
|                            | o If your “To Do List” indicates we need income documentation for **your parents**, please submit copies of all your parent(s)’ 2015 W-2 forms, 2015 Schedule C(s), or 2015 Schedule SE(s).  
|                            | o If your “To Do List” indicates we need student income documentation please submit copies of all **your** 2015 W-2 forms, 2015 Schedule C(s), or 2015 Schedule SE(s).  
| **Household Verification Worksheet** | o If your “To Do List” indicates we need a Household verification worksheet click on the embedded link to open the form;  
|                            | o Print the worksheet, complete it with signature and date, submit it to the Office of Financial Aid at DePaul Central (see question 4);  
|                            | o Be sure to answer all the questions and **obtain the necessary signature(s)**  |
3. **What if I cannot obtain any of the documents requested?**

   Please contact us for assistance at (312) 362-8610. We will be more than happy to guide you through this process.

4. **How can I submit my completed documents?**

   - Online through our secure document upload site at [https://wdat.is.depaul.edu/FAUpload/default.aspx](https://wdat.is.depaul.edu/FAUpload/default.aspx)
   - Fax to our secure fax line (312) 362-5748
   - Mail to the Office of Financial Aid at DePaul University, 1 E. Jackson Blvd, Suite 9100, Chicago, IL 60604-2287
   - Deliver in person at the DePaul Central offices of the Loop or Lincoln Park campuses
   - Please do not email documents with personal information.

5. **What happens if I don't submit the documents?**

   - Your eligibility for need-based federal, state, or institutional aid cannot be determined until you complete verification; therefore you will not receive an award package.
   - If you received estimated awards that are pending completion of verification, those estimated awards will be cancelled. This includes university need-based grants.
   - If you do not submit the required documentation by the deadline, your financial aid may be cancelled.
   - If you have a balance due, the Student Account Office will place a hold on your registration.

6. **Is there a deadline for submitting the documents?**

   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, you may have reduced funding if you delay the submission of your documents, as explained below:

   - If you participate in the **Illinois Monetary Award Program (MAP)**, you need to complete verification as soon as possible after you are notified, but no later than two weeks before the quarterly payment claim date established by the State of Illinois. This payment claim date varies from term-to-term, but to be assured that you received full consideration for any MAP term eligibility, we recommend that you submit your verification documents as soon as you receive your verification notice. Because funding is limited and time-sensitive, you may not receive funding if you complete verification after these dates:
     - Fall Quarter: October 15
     - Winter Quarter: February 15
     - Spring Quarter: May 1
   - If you participate in the federal student loan programs, you must complete verification no later than November 1 for academic year loans and no later than the 6th week of the quarter for partial-year loans in order to allow sufficient processing time for loans.
   - If you are eligible for the Pell Grant, you must submit documentation within 120 days of your last date of attendance for the academic year, and 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 for full year awards, and by the 6th week of the quarter for partial-year awards.
   - Any exceptions made to the above deadlines will be made on appeal, the availability of funds, and in all cases will be based federal, state, and university regulations.

7. **Will verification affect my awards?**

   If changes to your FAFSA are required as a result of 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.