



2018-2019 Dependent Student Verification Worksheet V5

Your 2018-2019 Free Application for Federal Student Aid (FAFSA) was selected for a review process called verification. To verify that you provided correct information on your FAFSA, Criswell College will compare your FAFSA information to this worksheet and with any other required documentation. If there are differences, your FAFSA information may require correction which may result in a re-calculation of federal aid.

Verification must be completed and processed to meet disbursement eligibility for some financial aid programs. This form, 2016 Tax Information, and other required documentation must be submitted to the Criswell College Financial Aid Office at your earliest convenience. If you have any questions regarding the completion of this document, please contact the financial aid office at 214.818.1393 or review the student help guide provided on the Criswell College financial aid website.

A. Dependent Student's Information

Last Name	First Name	MI	SSN or ID Number
Student's Street Address (include apt. no.)			Date of Birth
City	State	Zip Code	Email Address
Student's Home Phone Number (include area code)			Cell Phone Number

B. Dependent Student's Family Information

List below the people in **YOUR** household:

- Yourself and your parents (including a stepparent).
- Parents' children whom they will provide more than 50% of their financial support during the 2018-2019 school year.
- Other people if they now live with your parents and your parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2019.

Number in College: Include below information about any household member who will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2018, and June 30, 2019, include the name of the college.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>David Smith (example)</i>	<i>21</i>	<i>Self</i>	<i>Criswell College</i>	<i>Yes</i>

C. Dependent Student's Income Information to Be Verified

Check the box that applies:

- The student used the IRS Data Retrieval Tool in FAFSA to transfer 2016 IRS income tax return information to the student's FAFSA. *(Do not complete chart below)*
- The student did not use the IRS DRT in FAFSA, but will use DRT to transfer 2016 IRS income tax return information into the student's FAFSA. *(Do not complete chart below)*
- The student is unable or chooses not to use the IRS DRT in FAFSA and will provide the school with a 2016 IRS Tax Return Transcript. *(Do not complete chart below)*
- The student was employed in 2016 but did not file taxes. Complete chart below listing all employers and income for 2016.
- The student had no income from work in 2016. Complete chart below indicating no income or employment for 2016.

Only complete this Chart if you did not file income taxes

Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2016
<i>(Example) ABC's Auto Body Shop</i>	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$
*We WILL require you to provide documentation from the IRS that indicates a 2016 IRS income tax return was not filed with the IRS.		

D. Parent's Income Information to be Verified

The instructions below apply to all parents included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2016 or had a change in marital status after December 31, 2016.

Check the box that applies:

- The parents used the IRS Data Retrieval Tool in FAFSA to transfer 2016 IRS income tax return information to the student's FAFSA. *(Do not complete chart below)*
- The parents did not use the IRS DRT in FAFSA, but will use DRT to transfer 2016 IRS income tax return information to the student's FAFSA. *(Do not complete chart below)*
- The parents are unable or choose not to use the IRS DRT in FAFSA and will provide the school with a 2016 IRS Tax Return Transcript(s). *(Do not complete chart below)*
- The parent(s) were employed in 2016 but did not file taxes. Complete chart below listing all employers and income for 2016.
- Neither Parent had income earned from work in 2016. Complete chart below indicating no income or employment for 2016.

Only complete this Chart if you did not file income taxes

Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2016
<i>(Example) Joe Smith / Self-Employed</i>	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$
*We WILL require you to provide documentation from the IRS that indicates a 2016 IRS income tax return was not filed with the IRS.		

E. High School Completion Status

Provide one of the following documents to indicate the student's high school completion status when the student begins college in 2018–2019:

- A copy of the student's high school diploma.
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A State certificate or transcript received by a student after the student passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination).
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- For a student who was homeschooled in a state where State law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a student who was homeschooled in a State where State law does not require the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a transcript, or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting.

A student who is unable to obtain the documentation listed above must contact the financial aid office.

F. Identity and Statement of Educational Purpose (To Be Signed at the Institution)

The student must appear in person at Criswell 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 Statement of Educational Purpose provided below.

Statement of Educational Purpose

I certify that I _____ am the individual signing this Statement of Educational
(Print Student's Name)

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 Criswell College for 2018-2019.

Student's Signature

Date

Student's ID Number

G. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail or both.**

Student's Signature

Date

Parent's Signature

Date

Return this completed form to:

Office of Financial Aid – Criswell College – 4010 Gaston Avenue - Dallas, TX 75246