

Your application was selected for review in a process called *verification*. In this process we compare and confirm the information that you and/or your spouse provided on the FAFSA to ensure its accuracy. The law says we have a right to ask you for this information before awarding Federal aid. If there are differences between your FAFSA information and your financial documents, you or the school may need to correct your FAFSA information electronically. **We cannot continue processing your financial aid application until all requested information is received and completed.** Please fax these requested documents to 919/530-7959 or mail to address at the end of the form. **Information from this worksheet may be used to correct your FAFSA.**

**Section A: Information about You**

**Print the information requested below:**

Student's Last Name	First Name	MI	Student Banner ID
Student's Street Address (include Apt. No)			Student's Home Phone # / Student's Cell Phone#
City	State	Zip	
Email address: _____			

**Section B: Information about You & Your Family**

Print the information requested below: **Do not leave this section blank.**

1. Your **current** marital status:  
       \_\_\_\_\_ Married/Remarried      \_\_\_\_\_ Single      \_\_\_\_\_ Divorced/Separated      \_\_\_\_\_ Widowed

Month and year you were married separated, divorced or widowed    \_\_\_\_\_ / \_\_\_\_\_

Did your Marital Status change after December 31, 2017?     Yes                                     No

2. List all the people in your household. Write in the name of the college for anyone you listed here that will be attending college at least half-time between July 1, 2019 and June 30, 2020

**This includes:**

**Yourself and/ or your spouse.**

**Your Children:** If you will provide more than half of their support from July 1, 2019 through June 30, 2020. If requested, must provide documentation

**Other people if** you provide more than half their support and will continue to provide more than half their support from July 1, 2019 through June 30, 2020. If requested, must provide documentation

**Please list all family members as indicated below (Yourself, spouse, children, other dependents, etc.)**

Full Name	Date of Birth	Age	Relationship to Student	College attending in 19-20
1. _____	_____	_____	<b>Student</b>	<b>NCCU</b>
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____

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**Section C: Student and Spouse Filing Status**  
 Order IRS Tax Return Transcript by phone: 1-800-908-9946 or online at [www.irs.gov](http://www.irs.gov)

Check the appropriate box for each person listed in Section B.

- Has used the IRS DRT in FAFSA on the web to transfer 2017 IRS income tax return information into the student's FAFSA \_\_\_\_\_ Student \_\_\_\_\_ Spouse
- Has requested or will request the 2017 IRS Tax Return Transcript(s) \_\_\_\_\_ Student \_\_\_\_\_ Spouse

If you did not file taxes for 2017, you must provide a "Verification of Non Filing Letter" from the IRS dated on or after October 1, 2018 that indicated a 2017 IRS income tax return was not filed with the IRS. You may obtain this letter by completing the Form 4506-T and mailing it directly to the IRS. Once received from the IRS, please provide a copy of the Verification of Non Filing Letter to our office (include student's name & Banner ID).

**(\*\*\*complete filing statement\*\*\* if selecting one of the options below)**

- Was not employed and had no income from work for 2017 \_\_\_\_\_ Student \_\_\_\_\_ Spouse
- Was not employed but had other sources of income in but am not required to file a 2017 Federal tax return \_\_\_\_\_ Student \_\_\_\_\_ Spouse

**Student Non-Filing Statement**

I, \_\_\_\_\_ hereby certify that I did not file and am not required to file a 2017 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Spouse Non-Filing Statement**

I, \_\_\_\_\_ the spouse of the student listed on page one, hereby certify that I did not file and am not required to file a 2017 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

List all sources of income for the student that were received from January 1, 2017 to December 31, 2017. This includes but is not limited income earned from working, work-study, wages from self-employment, social security, SSI.

Complete chart below and attach copies of ALL W2's or statements of earnings received. If there are no earnings, please put zeroes.

Source of income (i.e., Rapid Cleaning Co. )	Amount Earned from January 1, 2017 to December 31, 2017	Documentation (i.e., W2 from employer)
1.		
2.		
3.		
4.		

**Section D: High School Completion Verification**

As per federal regulation, NCCU's Office of Scholarships & Student Aid must receive documentation of your high school diploma, recognized equivalent or home-school credential. The documentation must be submitted to the Office of Scholarships and Student Aid, even if previously provided to another NCCU office/department (such as undergraduate admissions)

Check the one blank applicable to the documentation you will be submitting with this complete worksheet:

- \_\_\_\_\_ 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.

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- \_\_\_\_\_ A copy of the student's final official high school transcript that shows the date when the diploma was awarded
- \_\_\_\_\_ A copy of the student's General Educational Development (GED) certificate or GED transcript.
- \_\_\_\_\_ 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
- \_\_\_\_\_ If State law requires a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential
- \_\_\_\_\_ If State law does not require a homeschooled student to obtain a secondary school completion credential for homeschool (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 documents the successful completion of a secondary school education in a home school setting.
- \_\_\_\_\_ DD Form 214 Certificate of Release or Discharge from active duty that indicates the individual is a high school graduate or equivalent

**Section E: Certification Statement and Signatures**

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

X \_\_\_\_\_  
\*Student Date

X \_\_\_\_\_  
\*Spouse (optional) Date

**Return completed form and all requested documents to:**  
Office of Scholarships and Student Aid  
P. O. Box 19496 Shepard Station, Durham, NC 27707  
Fax: 919/530-7959 / ssa@ncsu.edu

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**Section F: Identity and Statement of Educational Purpose (To Be Signed at NCCU)**

**\*\*Faxed/scanned, emailed/mailed copies of Section D are NOT acceptable. You must appear in person with this page\*\***

**Must be Signed In Person at North Carolina Central University**

The student must appear in person at the Eagle Service Center (*lower level of the A.E. Student Union*) or at the Office of Scholarships & Student Aid (*Student Services Building, Ste. 106*) on the campus of **NORTH CAROLINA CENTRAL UNIVERSITY** 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  
*(Print Student's Name)*

signing this 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 **NORTH CAROLINA CENTRAL UNIVERSITY** for 2019-2020 academic year.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\*\*\*\*\***Financial Aid Office Use Only**\*\*\*\*\*

Financial Aid Administrator who the student appeared before:

\_\_\_\_\_  
**Financial Aid Administrator's Signature**

\_\_\_\_\_  
**Date**

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