



**Yuba College**  
2088 North Beale Road  
Marysville, CA 95901  
530-749-7999

**Woodland Community College**  
2300 East Gibson Road  
Woodland, CA 95776  
530-661-5725

**Lake County Campus**  
15880 Dam Road Extension  
Clearlake, CA 95422  
707-995-7923

## 2017-2018 Independent Verification Instructions – V4

Your financial aid application was selected for a process called “verification” by the Department of Education. The Financial Aid Office is required by the federal government to verify the information you provided on your financial aid application (FAFSA) is correct. **Your financial aid application cannot be processed until all requested information is received. Any required corrections may delay the processing of your financial aid awards.** The instructions apply to the student and spouse, if married.

### WHAT YOU NEED TO DO:

1. Complete (in ink) all sections of the Independent Custom Verification Group Worksheet, sign and date it.
2. Submit all required forms and documents to the Financial Aid Office at the campus you are attending as soon as possible. The verification process can take up to several weeks to complete. Check your YCCD student e-mail (@go.yccd.edu) frequently because we will contact you through your student e-mail if there are problems or we need additional information after we review your file.
3. Refer to the chart below to determine which items are required to be verified and what documentation you must submit to the Financial Aid Office.

ITEMS REQUIRED TO BE VERIFIED	SUBMIT THE FOLLOWING DOCUMENTATION
<ul style="list-style-type: none"> <li>• High School Completion Status</li> </ul>	<ul style="list-style-type: none"> <li>• Provide proof of high school completion status <b>OR</b></li> <li>• DD Form 214 that indicates High school completion or Equivalent</li> </ul>
<ul style="list-style-type: none"> <li>• Identity/Statement of Educational Purpose</li> </ul>	<ul style="list-style-type: none"> <li>• Complete the Identity and Statement of Educational Purpose</li> <li>• Provide a government-issued photo ID card</li> </ul>

4. The Financial Aid Office no longer mails award letters. Once your verification is completed your financial aid award(s) will be available on WebAdvisor through the Portal at <http://mycampus.yccd.edu/>. All awards are contingent upon available funding and your meeting all student eligibility requirements for Federal, State and Institutional financial aid programs. YCCD reserves the right to modify your awards at any time. A revised award letter will be posted if an award is modified.

The Financial Aid Office reviews your enrollment status, satisfactory academic progress (SAP) and other eligibility criteria and will authorize a payment if you are eligible. The amounts listed on your financial aid award letter reflect the awards for a full-time student. The amount you receive may be less because it is based on the number of units you are actively enrolled in when the disbursements are processed.



# 2017-2018 Independent Verification Worksheet Custom Group – V4

Office Use Only:  
DATE received: \_\_\_\_\_

## A. STUDENT INFORMATION

_____	_____	_____	_____
Last Name	First Name	M.I.	Social Security Number
_____			_____
Mailing Address (include apt. no.)			Date of Birth
_____	_____	_____	_____
City	State	Zip Code	Phone Number (Include Area Code)

## B. HIGH SCHOOL COMPLETION STATUS (Student)

Provide one of the following documents that indicate your high school completion status when the student will begin college in 2017-2018. A student who is unable to obtain the documentation listed below must contact the Financial Aid Office.

### High School Diploma

- A copy of the student’s high school diploma.
- A copy of the student’s final official high school transcript that shows the date when the diploma was awarded.
- A copy of DD Form 214

### Recognized Equivalent of a High School Diploma

- A copy of the student’s General Educational Development (GED) certificate.
- An official GED transcript that indicates the student passed the exam.
- A state certificate or transcript that the State recognizes as the equivalent of a high school diploma (HISSET, TASC, or other state-authorized examination).
- A copy of the “secondary school leaving certificate” or other similar document for students who completed secondary education in a foreign country.
- 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.

### Homeschool

- For a homeschooled student from a state where state law requires the 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.
- For a homeschooled student from a state where state law does not require the student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent) a transcript or 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.

## C. IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE (Student)

Please read and complete the Identity and Statement of Educational Purpose on page 2 or 3 of this form. You must complete one of two options. With either option, you must provide a copy of a government-issued photo identification card with the form. This can include but is not limited to a driver’s license, other state-issued ID, or passport.

- Option 1: You can sign the form in the presence of a Financial Aid staff member.
- Option 2: Allows the student to sign the form before a notary public.

## D. CERTIFICATION AND SIGNATURE (Student and Spouse)

Each person signing this worksheet, certifies that all the information provided is true and complete to the best of their knowledge.

**WARNING:** If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

_____	_____	_____	_____
Student Signature	Date	Spouse’s Signature (optional)	Date

Student Name (Print): \_\_\_\_\_

Student ID#: \_\_\_\_\_



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Financial Aid Offices**

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**Identity and Statement of Educational Purpose**

As required by the Department of Education, you must complete either option 1 at the Financial Aid Office at the campus you attend or option 2 with a Notary Public. With either option, you must provide a copy of a valid government-issued photo identification card with this form.

**A. OPTION #1**

The student must appear in person at YUBA COLLEGE or WOODLAND COMMUNITY COLLEGE to verify his or her identity by presenting a 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 collect the student’s ID.

In addition, **the student must sign, in the presence of the institutional official**, the following English or Spanish statement:

**STATEMENT OF EDUCATIONAL PURPOSE**

I certify that I, \_\_\_\_\_, am the individual 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 YUBA COLLEGE or WOODLAND COMMUNITY COLLEGE for 2017-2018.

(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 YUBA COLLEGE or WOODLAND COMMUNITY COLLEGE for 2017-2018.

**DECLARACIÓN DE PROPÓSITO EDUCATIVO**

Certifico que yo, \_\_\_\_\_, soy el individuo que firma esta Declaración de Finalidad Educativa y que la ayuda financiera federal estudiantil que yo pueda recibir, sólo será utilizada para fines educativos y para pagar el costo de asistir a YUBA COLLEGE or WOODLAND COMMUNITY COLLEGE para 2017-2018.

(Imprimir Nombre del Estudiante)

Educativa y que la ayuda financiera federal estudiantil que yo pueda recibir, sólo será utilizada para fines educativos y para pagar el costo de asistir a YUBA COLLEGE or WOODLAND COMMUNITY COLLEGE para 2017-2018.

**B. CERTIFICATION AND SIGNATURE**

Each person signing this worksheet certifies that all the information reported 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.

\_\_\_\_\_  
*Student Signature / Firma de Estudiante*

\_\_\_\_\_  
*Date / Fecha*

\_\_\_\_\_  
*Student’s ID Number / Número de Identificación del Estudiante*

**FINANCIAL AID OFFICE USE ONLY:**

\_\_\_\_\_  
*Financial Aid Representative Signature*

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

\_\_\_\_\_  
*Type of Valid ID*



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**Identity and Statement of Educational Purpose**

**Student Name (Print):** \_\_\_\_\_ **Student ID#:** \_\_\_\_\_

**A. OPTION #2**

If the student is unable to appear in person at YUBA COLLEGE or WOODLAND COMMUNITY COLLEGE to verify his or her identity, the student must provide the following:

- (a) A copy of the **valid** government-issued photo identification (ID) that is acknowledged in the notary statement below, such as but not limited to a driver's license, other state-issued ID, or passport; and
- (b) The original notarized Statement of Educational Purpose (in English or Spanish) 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 YUBA COLLEGE or WOODLAND COMMUNITY COLLEGE for 2017-2018.

**DECLARACIÓN DE PROPÓSITO EDUCATIVO**

Certifico que yo, \_\_\_\_\_, soy el individuo que firma esta Declaración de Finalidad  
(Imprimir Nombre del Estudiante)

Educativa y que la ayuda financiera federal estudiantil que yo pueda recibir, sólo será utilizada para fines educativos y para pagar el costo de asistir a YUBA COLLEGE or WOODLAND COMMUNITY COLLEGE para 2017-2018.

**B. CERTIFICATION AND SIGNATURE**

Each person signing this worksheet certifies that all the information reported 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.

\_\_\_\_\_  
Student Signature / Firma de Estudiante

\_\_\_\_\_  
Date / Fecha

\_\_\_\_\_  
Student's ID Number / Número de Identificación del Estudiante

**C. NOTARY'S CERTIFICATE OF ACKNOWLEDGEMENT**

State of \_\_\_\_\_ City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_, personally  
(Date) (Notary's Name)

appeared, \_\_\_\_\_, and proved to me on basis of satisfactory evidence of identification  
(Printed name of signer)

\_\_\_\_\_, to be the above-named person who signed the foregoing instrument.  
(Type of government-issued photo ID provided)

**WITNESS my hand and official seal**

(seal)

My commission expires on \_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Notary Signature)

**FINANCIAL AID OFFICE USE ONLY:**

Date Awarded/FA Tech: \_\_\_\_\_ ISIR: \_\_\_\_\_ EFC: \_\_\_\_\_  Identity Results Reported in FAACess

Comments: