

Please submit this document to your respective Financial Aid Office.

**STEP 1 – STUDENT INFORMATION**

Last Name	First Name	Social Security Number	Student ID Number
Permanent Address	Street & Number	City/State/Zip	Date of Birth
Local Phone Number (Include Area Code)	Permanent Phone Number (Include Area Code)	Email Address	

**STEP 2 – FAMILY INFORMATION**

If you are a **dependent student**, include:

- ❖ Yourself
- ❖ Your parent(s) (including a stepparent) even if you do not live with your parents.  
*For the purpose of completing your FAFSA and verification, parent(s) reported in your household include:*
  - If your legal parents (your biological and/or adoptive parents, or parents as determined by the state [e.g., a parent listed on your birth certificate]) are married to each other, include both of them.
  - If your legal parents are not married to each other and live together, include both of them. This includes divorced or separated parents who live together.
  - If your parents are divorced or separated and don't live together, include the parent with whom you lived more during the past 12 months. If you lived the same amount of time with each divorced or separated parent, include the parent who provided more financial support during the past 12 months or during the most recent 12 months that you actually received support from a parent.
  - If your legal parent is widowed or was never married, include that parent.
- ❖ Your parents' other children if your parents will provide more than half of their support from July 1, 2020, through June 30, 2021, or if the other children would be required to provide parental information if they were completing a FAFSA for 2020–2021. Include children who meet either of these standards even if a child does not live with your parent(s).
- ❖ Other people if they now live with your parent(s) and the parent(s) provide more than half of the other persons support, and will continue to provide more than half of their support through June 30, 2021.

For any household member (**not including parents**) who is, or 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, 2020, and June 30, 2021, include the name of the college.

*If more space is needed, provide a separate page with the student's name and ID number at the top.*

Full Name	Age	Relationship	Name of College/Degree Program <i>(if at least half-time 2020-2021)</i>
		Self	Columbia University in the City of New York

**STEP 3 – STUDENT TAX TRANSCRIPT & INCOME INFORMATION**

Complete this section if you filed or will file a 2018 income tax return, or if you will not file and are not required to file a 2018 income tax return with the IRS or other relevant tax authority. *The best way to verify income from your 2018 US federal tax return is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov).*

**Check the box that applies to your 2018 income tax return:**

- You have used the IRS DRT in *FAFSA on the Web* to transfer 2018 IRS income tax return information into your FAFSA.
- You have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2018 IRS income tax return information into the student’s FAFSA once the 2018 IRS income tax return has been filed.
- You are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2018 IRS Tax Return Transcript or a signed copy of your 2018 income tax return and applicable schedules from the IRS or other relevant tax authority.**
- You will not file and are not required to file a 2018 income tax return. Select below:
  - Check here if you were not employed and had no income earned from work in 2018.
  - Check here if you were employed and had income earned from work in 2018.

**Complete the table below only if you did NOT file taxes and earned income in 2018:**

List below the names of all employers and the amount earned from each employer in 2018. You must provide an IRS W-2 or equivalent document for each source of income from employment listed.

Source of Income (Fill out only if you did NOT file taxes)	Amount Earned in 2018
<b>TOTAL</b>	

**STEP 4 – PARENT TAX TRANSCRIPTS & INCOME INFORMATION**

Complete this section if your parent(s) filed or will file a 2018 income tax return, or if your parent(s) will not file and are not required to file a 2018 income tax return with the IRS or other relevant tax authority. *The best way to verify income from your parent(s) 2018 US federal tax return is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov).*

**Check the box that applies to your parent(s) 2018 income tax return:**

- Your parent(s) have used the IRS DRT in *FAFSA on the Web* to transfer 2018 IRS income tax return information into your FAFSA.
- Your parent(s) have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2018 IRS income tax return information into your FAFSA once the 2018 IRS income tax return has been filed.
- Your parent(s) are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2018 IRS Tax Return Transcript(s) or a signed copy of their 2018 income tax return and applicable schedules from the IRS or other relevant tax authority.**
- Your parent(s) will not file and are not required to file a 2018 IRS income tax return. Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2019 that indicates a 2018 income tax return was not filed with the IRS or other relevant tax authority. Select below:
  - Check here if neither of your parent(s) were employed and had no income earned from work in 2018.
  - Check here if one or both of your parent(s) were employed and had income earned from work in 2018.

**STEP 4 (continued) – PARENT TAX TRANSCRIPTS & INCOME INFORMATION**

Name of parent(s) who will not file and are not required to file a 2018 income tax return with the IRS or other relevant tax authority.

**Complete the table below only if your parent(s) did NOT file taxes and earned income in 2018:**

List below the names of all employers and the amount earned from each employer in 2018. You must provide an IRS W-2 or equivalent document for each source of income from employment listed.

Source of Income (Fill out only for parent(s) did NOT file taxes)	Amount Earned in 2018
<b>TOTAL</b>	

**Check the box that represents the verification of non-filing document provided for your parent(s) ONLY if your parent(s) did NOT file taxes in 2018:**

*It may be appropriate to select multiple boxes if your household is comprised of two parents who have different responses to the elections below.*

- Verification of non-filing is provided for your parent(s).
- Verification of non-filing will be provided for your non-filing parent(s) later.
- Your non-filing parent(s) have attempted and are unable to obtain verification of non-filing from the IRS or other relevant tax authority.
- Your non-filing parent(s) are ineligible to obtain verification of non-filing from the IRS or other relevant tax authority.

**Check the box that applies to your parent(s) ineligibility to obtain verification of non-filing:**

- Non-filing individual(s) in foreign countries that do not have a tax authority.*
- Non-filing individual(s) in foreign countries whose tax authority does not provide verification of non-filing or similar documentation.*
- Domestic non-filing individual(s) who do not have a Social Security Number (SSN), Employee Identification Number (EIN), or Individual Taxpayer Identification Number (ITIN). These individuals must provide a signed statement with the students name and ID number at the top certifying they do not have a SSN, an ITIN, or an EIN and listing the sources and amounts of earnings, other income, and resources that supported them for the 2018 tax year.*

## **STEP 5 – HIGH SCHOOL COMPLETION STATUS**

Provide one of the following documents that indicate your high school completion status when you will begin college in 2020–2021: *A student who is unable to obtain the documentation listed below must contact the financial aid office.*

- A copy of your 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 your 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 you 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 is required.
- 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 your parent or guardian, that lists the secondary school courses you completed and documents the successful completion of a secondary school education in a homeschool setting.

## **STEP 6 – IDENTITY & STATEMENT OF EDUCATIONAL PURPOSE (To Be Signed at the Institution)**

You must appear in person at Columbia University to verify your 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 your 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 your ID.

In addition, you 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 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 Columbia University for 2020-2021.

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*Student Signature* *Date* *Student ID Number*

**STEP 6 (a) – IDENTITY & STATEMENT OF EDUCATIONAL PURPOSE (To Be Signed With Notary)**

If you are unable to appear in person at Columbia University to verify your identity, you must provide:

- (a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver’s license, other state-issued ID, or passport; and
- (b) The original Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be clear indication that the Statement of Educational Purpose was the document notarized.

**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 Columbia University for 2020-2021.

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*Student Signature* \_\_\_\_\_ *Date* \_\_\_\_\_ *Student ID Number* \_\_\_\_\_

**Notary’s Certificate of Acknowledgement**

State of \_\_\_\_\_

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

On \_\_\_\_\_, before me, \_\_\_\_\_, personally appeared,  
(Date) (Notary’s name)

\_\_\_\_\_, 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) \_\_\_\_\_  
(Notary signature)

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

**STEP 7 – CERTIFICATION**

**By signing this worksheet, I certify all the information reported is complete and correct:**

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*Student Signature* \_\_\_\_\_ *Date* \_\_\_\_\_ *Student Name (Please Print)* \_\_\_\_\_ *Student ID Number* \_\_\_\_\_

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*Parent Signature* \_\_\_\_\_ *Date* \_\_\_\_\_ *Parent (Please Print)* \_\_\_\_\_

**NOTE:** Additional documents and/or information beyond those listed in this form may be needed to satisfy the requirements of Verification. Your respective Financial Aid Office will notify you of additional requirements, if applicable.