

## 2024-2025 Federal Verification Worksheet Group 4

The Department of Education randomly selects students to verify certain components of their Free Application for Federal Student Aid (FAFSA). Students who have been selected for Group 4 Verification are required to verify their identity and provide a statement of educational purpose.

If you have been selected for Group 4 Verification, you have two options to satisfy this requirement:

1. Complete page 2 of this packet in-person at our office in Lerner Hall or,
2. Complete page 3 of this packet with a notary.

Office location for in-person verification (page 2):

Financial Aid & Educational Financing  
618 Lerner Hall  
2920 Broadway  
New York, NY 10027

Form submission options for verification with a notary (page 3):

- IDOC online document upload at <https://pages.collegeboard.org/idoc>
- Office drop-off (see address above)
- Mail to 100 Hamilton Hall, Mail Code 2802 | 1130 Amsterdam Avenue | New York, NY 10027

If you have any questions, please contact Financial Aid and Educational Financing by phone (212-854-3711) or email ([ugrad-finaid@columbia.edu](mailto:ugrad-finaid@columbia.edu)).

Please review this document in full and select one of the two methods listed below to submit to your financial aid office.

**Option 1:** Complete **page one** in the presence of designated staff in your financial aid office.

**Option 2:** Complete **page two** in the presence of a notary to submit to your financial aid office.

**STEP 1 – STUDENT INFORMATION**

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<i>Last Name</i>	<i>First Name</i>	<i>Student ID Number</i>
<i>Permanent Address (include residence and apt. no)</i>	<i>City/ State/Zip</i>	<i>Date of Birth</i>
<i>Local Phone No.</i>	<i>Permanent Phone No.</i>	<i>Email Address</i>

**STEP 2 – IDENTITY & STATEMENT OF EDUCATIONAL PURPOSE (To Be Signed In-Person)**

If you are appearing in person at **Columbia University** to verify your identity, you must present and complete:

- (a) Original unexpired valid government-issued photo identification (ID)
- (b) The original Statement of Educational Purpose provided below, which must be completed in-person at Columbia University in the presence of an authorized official within the financial aid office for your school.

**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 2024-2025.

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<i>Student Signature</i>	<i>Date</i>	<i>Student ID Number</i>
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**STEP 3 – CERTIFICATION**

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

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<i>Student Signature</i>	<i>Date</i>	<i>Student Name (Please Print)</i>	<i>Student ID Number</i>
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**NOTE:** Additional income and/or tax documentation may be required beyond that noted on this worksheet. Review your outstanding document requirements for additional information; contact the financial aid office at your school with questions.

**STEP 1 – STUDENT INFORMATION**

<i>Last Name</i>	<i>First Name</i>	<i>Student ID Number</i>
<i>Permanent Address (include residence and apt. no)</i>	<i>City/ State/Zip</i>	<i>Date of Birth</i>
<i>Local Phone No.</i>	<i>Permanent Phone No.</i>	<i>Email Address</i>

**STEP 2 – 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:**

- (c) 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
- (d) 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 2024-2025.

<i>Student Signature</i>	<i>Date</i>	<i>Student ID Number</i>
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**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)

My commission expires on \_\_\_\_\_

\_\_\_\_\_  
(Notary’s Signature)

**STEP 3 – CERTIFICATION**

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

<i>Student Signature</i>	<i>Date</i>	<i>Student Name (Please Print)</i>	<i>Student ID Number</i>
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**NOTE: Additional income and/or tax documentation may be required beyond that noted on this worksheet. Review your outstanding document requirements for additional information; contact the financial aid office at your school with questions.**