

2018 – 2019 High School Completion Status

Student's Name

Student's SSN

Provide **one** of the following documents that indicate the student's high school completion status when the student will begin college in 2018–2019:

- A copy of the student's high school diploma.
 - Evidence of passing the CASHEE may be required for CA High School graduates.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
 - Evidence of passing the CASHEE may be required for CA High School graduates.
- A copy of the student's General Educational Development (GED) certificate, an official GED transcript that indicates the student passed the exam, or a state-authorized high school equivalent certificate.
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- 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 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 homeschool setting.
 - A student who is "home-schooled" in California by a parent who does not hold a California teacher credential is not eligible, because that "school" would not meet the exemption definition of a "high school" in California.

If the student is unable to obtain the documentation listed above, he or she must contact the financial aid office.

*Submit Required Form(s) to the Financial Aid Office at
Sofia University – 1069 East Meadow Circle, Palo Alto, CA 94303.
Email financial_aid@sofia.edu.*

2018 - 2019
Identity and Statement of Educational Purpose
(To Be Signed at the Institution)

The student must appear in person at _____ to
(Name of Postsecondary Educational Institution)

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 with the date it was received 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:

Statement of Educational Purpose

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

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
_____ for 2018–2019.

(Name of Postsecondary Educational Institution)

(Student's Signature)

(Date)

(Student's ID Number)

2018-2019
Identity and Statement of Educational Purpose
(To Be Signed With Notary)

If you are unable to appear in person at _____ to
(Name of Postsecondary Educational Institution)
verify his or her identity, the student must provide:

- (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 provided below.

Statement of Educational Purpose

I certify that I _____ am the individual signing this
(Print Student’s Name)
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
_____ for 2018–2019.
(Name of Postsecondary Educational Institution)

(Student’s Signature) (Date)

(Student’s ID Number)

Notary’s Certificate of Acknowledgement

State of _____

City/County of _____

On _____, before me, _____,
(Date) (Notary’s name)

personally appeared, _____, and provided to me
(Printed name of signer)
on basis of satisfactory evidence of identification _____
(Type of government-issued photo ID provided)
to be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal
(Seal)

(Notary signature)

My commission expires on _____
(Date)

A. Independent Student’s Income Information to Be Verified

1. TAX RETURN FILERS—**Important Note:** If you (or your spouse, if married) filed, or will file, an amended 2017 IRS tax return, you must contact your financial aid administrator before completing this section.

Instructions: Complete this section if you, the student, filed or will file a 2017 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If you have not already used the tool, go to FAFSA.gov, log in to your FAFSA record, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2017 IRS income tax information into your FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator.*

Check the box that applies:

- I, the student, have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer my (and, if married, my spouse’s) 2017 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *Your school will use the IRS information that was transferred in the verification process.*
- I, the student, have not yet used the IRS Data Retrieval Tool, but I will use the tool to transfer my (and, if married, my spouse’s) 2017 IRS income information into my FAFSA once I have filed my 2017 IRS tax return. *See instructions above for information on how to use the IRS Data Retrieval Tool. Your school cannot complete the verification process until your (and, if married, your spouse’s) IRS information has been transferred into your FAFSA.*
- I, the student, am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and I will submit to the school **2017 IRS tax return transcript(s)**—not photocopies of the income tax return – along with the 2017 W-2. *To obtain an IRS tax return transcript, go to www.IRS.gov and click on the “Get Transcript of Your Tax Record” link, and then “Tools”, or call 1-800-908-9946. Make sure to request the “IRS tax return transcript” and not the “IRS tax account transcript.”*

If you are married and you and your spouse filed separate 2017 tax returns, you must submit tax return transcripts for both you and your spouse.

- Check here if an IRS tax return transcript(s) is attached to this worksheet.*
- Check here if IRS tax return transcript(s) will be submitted to your school later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to your school.*

2. TAX RETURN NONFILERS—Complete this section if you, the student (and, if married, your spouse), will not file and are not required to file a 2017 income tax return with the IRS.

Check the box that applies:

- The student (and, if married, the student’s spouse) was not employed and had no income earned from work in 2017.
- The student (and/or the student’s spouse if married) was employed in 2017 and has listed below the names of all employers, the amount earned from each employer in 2014, and whether an IRS W-2 form is attached. Attach copies of all 2017 W-2 forms issued to you (and, if married, to your spouse) by employers. *List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and SSN at the top.*

Employer's Name	2017 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

B. Independent Student's Government Assistance Verification: **Check this box if none of the items below applies**

1. If one of the persons listed in Section B of this worksheet received any of the following benefit in 2017, please check: (Please note: if asked by the Financial Aid Office, you are obligated to turn in the proof of the benefit)

Received SSI Received TANF Received General Assistance Received SNAP (Food Stamps) in 2014

C. Child Support Paid: **Check this box if this does not applies**

1. If you and/or your spouse paid child support in 2017, please indicate:

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Amount of Child Support Paid in 2017
<i>Marty Jones(example)</i>	<i>Chris Smith</i>	<i>Terry Jones</i>	<i>\$6,000.00</i>

D. Certifications and Signatures

Each person signing below certifies that all of 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's Signature

Date

Spouse's Signature (Optional)

Date

***Submit this Form to the Financial Aid Office at
Sofia University – 1069 East Meadow Circle, Palo Alto, CA 94303.
Email financial_aid@sofia.edu.***

You should make a copy of this worksheet for your records.