

## 2025-2026 V4 VERIFICATION FORM (NOTARY)

Student Name: \_\_\_\_\_

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

Your 2025–26 Free Application for Federal Student Aid (FAFSA) was selected by the U.S. Department of Education (ED) for a process called verification. Institutions are mandated by Title IV (federal) regulations to verify FAFSA information based on specific criteria established by the ED before disbursing federal student aid. The University of Rio Grande's Financial Aid Office (FAO) will compare information from your processed FAFSA with the information on this form and other financial documents.

**You must complete and sign this form in front of a Notary Public.** Currently, the ED does not authorize the use of online notary services as an alternative to traditional, in-person notary services. You'll need to present a valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. **This document will NOT be accepted by fax or e-mail. Mail or hand deliver the original documents. Include a copy of the photo ID presented to the Notary.** The URG FAO will maintain a copy of your photo ID.

We will start the review process in April 2025. It takes a minimum of 14 business days for verification documents to be reviewed. If additional documentation is required after initial review, processing time will be extended. Please check your student email regularly for financial aid processing updates. To avoid delays in aid disbursement, please have the form turned in at least six weeks before the start of the semester that you need the disbursement. For more information about verification procedures and deadlines visit <https://www.rio.edu/affordability-aid/financial-aid>.

### Required steps to complete this form:

You must complete this entire form and sign it in front of a Notary Public

**Step 1:** Statement of Education Purpose

**Step 2:** Identity Verification (Government-issued ID)

**Step 3:** Signature

**Step 4:** Submit this form with a copy of your government-issued photo ID

### Step 1: Statement of Educational Purpose:

I certify that I \_\_\_\_\_ (print student's name) 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 The University of Rio Grande for the 2025–26 academic year.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's ID Number

Financial Aid Office

## Step 2: Identity Verification (Government-issued Photo ID):

### Notary's Certificate of Acknowledgement\*

State of \_\_\_\_\_ City/County of \_\_\_\_\_ on \_\_\_\_\_ ,  
(Date)

before me, \_\_\_\_\_ personally appeared, \_\_\_\_\_  
(Notary's name) (Print student name)

and provided to me 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 \_\_\_\_\_  
(Notary Signature)

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

(Seal)

**\*Notary Definition and where to find a notary info here:** A Notary is a public official appointed by a state government to help prevent fraud. Notary Publics witness the signing of documents, verify the identity of the signer, their willingness to sign the documents, and their awareness of the contents of the document. The easiest place to find a Notary Public is to go to your bank and ask for a Notary.

**Step 3: By signing this form, I certify all information reported is complete and correct. The form must be hand-signed and dated. Typed signatures are not accepted and will result in delays finalizing your aid. Knowingly providing false information on this form may result in fines and/or imprisonment.**

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

\_\_\_\_\_  
Date

**Step 4: When all Steps are complete, return this form and include a copy of the government-issued photo ID by:**

Mail / Hand deliver to office / Front Desk

**DO NOT email or fax.**

University of Rio Grande  
C/O Financial Aid Office  
P.O. Box 500  
Rio Grande, Ohio 45674

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

**Financial Aid Office**