

Your 2026–2027 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

A. Student’s Information

| | | | |
|---|----------------------|----------------|------------------------------------|
| Student’s Last Name | Student’s First Name | Student’s M.I. | Student’s ID Number |
| Student’s Street Address (include apt. no.) | | | Student’s Date of Birth |
| City | State | Zip Code | Student’s Email Address |
| Student’s Home Phone Number (include area code) | | | Student’s Alt or Cell Phone Number |

B. Student’s Family Information

- The Student
- The student's spouse, if applicable.
- The student's dependent children if the following are true:
 - They live with the student (or live apart because of college enrollment); they receive more than half of their support from the student; and they will continue to receive more than half their support from the student during the award year.
- Other persons if the following are true: They live with the student; They receive more than half of their support from the student; and They will continue to receive more than half their support from the student during the award year.

The provided criteria for "dependent children" or "other persons" align with the requirement that family size align with whom the student could claim as a dependent on a U.S. tax return if the student were to file a U.S tax return at the time of completing the 2026-2027 FAFSA. As a result, the student should not include any unborn children in the family size.

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

| Full Name | Age | Relation hip |
|------------------------------|-----------|---------------|
| <i>Missy Jones (example)</i> | <i>18</i> | <i>Sister</i> |
| | | <i>Self</i> |
| | | |
| | | |

C. Student Income Information

Important Note: The instructions below apply to the student and spouse (if the student is married). Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2024 or had a change in marital status after December 31, 2024.

Tax Filers

Check the box that applies:

- The student and spouse filed or will file a 2024 IRS Income Tax Return(s).
- If 2024 income tax return information for the student (or spouse, if applicable) was not available or could not be used, the student should provide the institution with a **2024 IRS Tax Return Transcript(s) or a signed copy of the 2024 income tax return and applicable schedules.**

A **2024 IRS Tax Transcript** may be obtained through:

- Online Request - Go to www.irs.gov, under the Tools heading on the IRS homepage, click “Get a Tax Transcript online or by mail.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- Telephone Request – 1-800-908-9946
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T

_____ Check here if a 2024 IRS Tax Return Transcript is provided.

_____ Check here if a 2024 IRS Tax Return Transcript will be provided later (verification cannot be completed until this form is received in our office).

Non-Tax Filers

The instructions and certifications below apply to the student and spouse (if the student is married.) Complete this section if the student and spouse will not file and are not required to file a 2024 income tax return with the IRS.

Check the box that applies:

- The student and spouse were not employed and had no income earned from work in 2024.
- The student and/or spouse were employed in 2024 and have listed below the names of all employers, the amount earned from each employer in 2024 and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2024 IRS W-2 forms issued to the student and spouse by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

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

| Employer's Name | Was IRS W-2 or an Equivalent Document Attached? | Annual Amount Earned in 2024 |
|--|---|------------------------------|
| <i>Suzy's Auto Body Shop (example)</i> | <i>Yes</i> | <i>\$4,500</i> |
| | | |
| | | |

Check the box that applies:

- Check here if non-filing letter is provided.
- I acknowledge that I did not file a 2024 Income Tax Return, I was not required to file a 2024 Income Tax Return and I tried but was not able to obtain a non-filing letter from the IRS for the 2024 tax year.

Student's Name: _____ ID# _____

D. Students unable to present form and ID in person at Columbia International University:

Identity- (To Be Signed with Notary)

If the student is unable to appear in person at Columbia International University to 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.

Notary's Certificate of Acknowledgement

State of _____

City/County of _____

On _____, before me, _____, personally appeared,
(Date) (Notary's name)

_____, and provided to me on basis of satisfactory evidence of
(Printed name of signer)

identification _____ to be the above-named person who signed the foregoing
(Type of government-issued photo ID provided) Instrument.

WITNESS my hand and official seal

(Notary signature)

(seal)

My commission expires on _____
(Date)

E. For students able to present form and ID in person at Columbia International University:

Identity-

The student must *appear in person* in the Financial Aid Office at Columbia International University 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 with the date it was received and the name of the official at the institution authorized to collect the student's ID.

F. Certification and Signatures

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

Print Student's Name

Student's ID Number

Student's Signature

Date

Spouse's Signature (Optional)

Date

Submit completed form and any additional documents to:
Columbia International University, Financial Aid Office
7435 Monticello Road, Columbia, SC 29203
Office: (803) 807-5036 Fax: (803) 223-2505 Email: finaid@ciu.edu

Office Use Only:

ID Results Entered

Rec'd ___/___/___ by _____

Verified ___/___/___

Verified by _____

_____/_____/_____ by _____