

Your 2025–2026 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 and your parents 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 and at least one parent 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. Dependent 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. Dependent Student Family Size

Family Size - Includes the following:

- The student.
- The student's parents, even if the student is not living with them. Exclude a parent who has died or is not living in the household because of separation or divorce. Include a parent who is on active duty in the U.S. Armed Forces apart from the family.
- The student's siblings if the following are true: They live with the student's parents (or live apart because of college enrollment), they receive more than half of their support from the student's parents, and they will continue to receive more than half their support from the student's parents during the award year.
- Other persons if the following are true: They live with the student's parents, they receive more than half of their support from the student's parents, and they will continue to receive more than half their support from the student's parents during the award year.

\*The provided criteria for "dependent children" or "other persons" align with the requirement that family size align with whom the parent could claim as a dependent on a U.S. tax return if the parent were to file a U.S tax return at the time of completing the 2025-2026 FAFSA. As a result, the parent 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	Relationship
<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 2023 or had a change in marital status after December 31, 2023.

#### Tax Filers

*Check the box that applies:*

- The student and spouse filed or will file a 2023 IRS Income Tax Return(s).
- If 2023 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 **2023 IRS Tax Return Transcript(s) or a signed copy of the 2023 income tax return and applicable schedules.**

A **2023 IRS Tax Transcript** may be obtained through:

- Online Request - Go to [www.irs.gov](http://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 2023 IRS Tax Return Transcript is provided.

\_\_\_ Check here if a 2023 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 2023 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 2023.
- The student and/or spouse were employed in 2023 and have listed below the names of all employers, the amount earned from each employer in 2023, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2023 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 2023
<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 2023 Income Tax Return, I was not required to file a 2023 Income Tax Return and I tried but was not able to obtain a non-filing letter from the IRS for the 2023 tax year.

**Student's Name:** \_\_\_\_\_ **ID#** \_\_\_\_\_

Student's Name: \_\_\_\_\_ ID# \_\_\_\_\_

**D. Parent Income Information**

Important Note: The instructions below apply to each parent/step-parent in the household (both legal parents who live together must report, regardless of marital status). Notify the financial aid office if the parents filed separate IRS income tax returns for 2023 or had a change in marital status after the end of the 2023 tax year on Dec. 31, 2023.

**Tax Filers**

*Check the box that applies:*

- The parents filed or will file a 2023 IRS Income Tax Return(s).
- If 2023 income tax return information for the parents was not available or could not be used, the parents should provide the institution with a 2023 IRS Tax Return Transcript(s) or a signed copy of the 2023 income tax return and applicable schedules.

A **2023 IRS Tax Transcript** may be obtained through:

- Online Request - Go to [www.IRS.gov](http://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 **2023 IRS Tax Return Transcript** is provided.

\_\_\_\_ Check here if a **2023 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 each parent included in the household. Complete this section if the parents will not file and are not required to file a 2023 income tax return with the IRS.

*Check the box that applies:*

- Neither parent was employed and had no income earned from work in 2023.
- Neither parent/step-parent filed a 2023 IRS Income Tax Return, and was not required to file. If one or both parents were employed in 2023.

One or both parents were employed in 2023 and have listed below the names of all employers, the amount earned from each employer in 2023, and whether an IRS W-2 form or an equivalent document is provided [Provide copies of all 2023 IRS W-2 forms issued to the parents 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 2023
<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 2023 Income Tax Return, I was not required to file a 2023 Income Tax Return and I tried but was not able to obtain a non-filing letter from the IRS for the 2023 tax year.

## E. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported here is complete and correct. The student and one parent (whose information was reported on the FAFSA) must sign and date.

**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

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

Return signed document to the Financial Aid Office by applying a digital signature to the form and emailing to [finaid@ciu.edu](mailto:finaid@ciu.edu) or by printing the form, scanning and emailing to our office, including Any additional necessary documents. You may also submit this form in person, fax or mail to our office:

Columbia International University, Financial Aid Office  
7435 Monticello Road, Columbia, SC 29203  
Office: (803) 807-5036 Fax: (803) 223-2505

Office Use Only:

Rec'd \_\_\_/\_\_\_/\_\_\_ by \_\_\_\_\_ Verified \_\_\_/\_\_\_/\_\_\_ Verified by \_\_\_\_\_