

VERIFICATION PROCESS

DEPENDENT

Verification? What is it?

The Department of Education selects some students to complete the verification process. The information you & your parent provide is cross-checked with your FAFSA information to ensure that FAFSAs are correct.

Financial Aid Advisors CANNOT process any financial aid for selected students until this process has been completed.

If you have any questions, please contact our office at 888-IVY-LINE.



The Verification Process is an online process for students and parents of dependent students. Please read below for some advice on completing the process.

I think I was selected. How do I get it started?

Students can begin the process by going to the Financial Aid Verification link on Mylvy as soon as you receive an email with instructions. Parents will receive an email with a customized link to begin the parent verification process.

I have to submit income information, what do I do?

Some students and parents may be required to provide income information.

- A)** If you completed last year's federal income taxes, you can provide tax information by completing one of the following approaches:
- 1)** Login to fafsa.gov, select the award year, and "make FAFSA correction." Go to the "Financial Information" tab and complete the IRS Data Retrieval Tool for both student and parent, if applicable. Save, sign, and resubmit your FAFSA.
 - 2)** Request your Federal Tax Return Transcript from the IRS at www.irs.gov/Individuals/Get-Transcript or visit the Express Enrollment Center for assistance. Copies of Federal Tax Returns (1040/1040A/104EZ) are NO LONGER ACCEPTABLE documents for verification. Once you receive the Tax Return Transcript you must do one of the following:
 - a.** Scan your transcripts to your computer/jump drive. Upload your tax transcripts by clicking on the Tax Return Information Link on Verification File Review. (Parents: go to <https://ivytech.studentaidprocess.com> to continue your steps.)
 - b.** Fax your transcripts. At the Verification Center (parents: go to <https://ivytech.studentaidprocess.com>), indicate you will fax your transcripts. When you do so, download and print the fax coversheet. This fax coversheet is student and document specific. Fax the coversheet and transcripts to the number listed on fax coversheet. Please note that the financial aid office does NOT fax any documents for students.
- B)** For non-tax filers, the Verification Center will provide on-screen documentation requirements.
- C)** If you filed an amended tax return or have an extension to file, please ask for instructions at your Express Enrollment Center or call 888-IVY-LINE.

Verification File Review shows that I have other documents to submit, what do I do?

You can submit other requirements by clicking on each separate link and following the instructions (complete on-screen questions or scan/fax as described above).

When all requirements have been completed, you will be able to click on the "Next" button and submit your file for approval.

The financial aid office will not take ANY documents from students unless the students are sent a specific message instructing them to do so.

If you submit documents to the financial aid office and have not been instructed to do so, all documents will be returned to you, potentially delaying the processing of your aid.

DEPENDENT STUDENT VERIFICATION CHECKLIST

STUDENT CHECKLIST

- Log in to MyIvy and go to the Financial Aid Verification link.
- Verify your personal and parent information at the Verification Center. Your parents' information is REQUIRED to complete your verification.
- Complete the required documents.
Some students are required to upload documents. Please refer to the reverse side of this handout for more details.
- Once you and your parent have completed the requirements for your verification, you will be able to click on the "Next" button and submit your file for approval.
- You will receive an email once your verification has been completed.
- Understand that your verification may be re-reviewed if you make subsequent FAFSA changes after verification is complete.

If you are required to submit additional information after your initial submission, you will receive an email.

PARENT CHECKLIST

- Find the email sent from verify-finaid@ivytech.edu regarding your student's verification. Click on the link to begin the verification process.
- Verify your personal information at the Verification Center, create your user ID, password and create security question answers.
- Complete the required documents.

Some parents are required to upload documents. Please refer to the reverse side of this handout for more details.

If you need to return later to complete your verification, do not re-use your original customized link. Go to <https://ivytech.studentaidprocess.com>, click on "I am a Parent of a Student" and enter your username. If you do not remember your user name, call 888-IVY-LINE.

If you do not remember your password, click on "Forgot Password." You'll be asked for a security answer, your SSN and email address. A temporary password will be emailed to you. You must use this password within 24 hours. When you enter the verification site, change your password.

STUDENTS SHOULD NOT ATTEMPT TO ACCESS THEIR PARENT'S VERIFICATION ACCOUNT

Student verification requirements do not display in the parent's account. A student attempting to access a parent's account can cause the two accounts to become intertwined and result in the parent not being able to access the correct account using the existing credentials.

Understand that your verification may be re-reviewed if you make subsequent FAFSA changes after verification is complete.

If you are required to submit additional information after your initial submission, you will receive an email.