VERIFICATION PROCESS
INDEPENDENT

Verification? What is it?

The Department of Education selects some students to complete the verification process. The information you 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 888-IVY-LINE.

The Verification Process is an online process. Please read below for some advice on getting the process completed.

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 MyIvy as soon as you receive an email with instructions.

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

Some students may be required to provide income information.

A) If you completed 2022 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. Save, sign and resubmit your FAFSA.

2) Scan a signed copy of your and/or your spouse's 2022 IRS Form 1040 and required Schedules. If you don't have your 1040s, you can also request your 2022 Federal Tax Transcripts from the IRS at www.irs.gov/Individuals/Get-Transcript or visit the Express Enrollment Center for assistance. Once you receive the Tax Return Transcript you must do one of the following:

   a. Scan your tax documents to your computer/jump drive. Upload your tax documents when prompted to do so on Verification File Review.

   b. Fax your tax documents. At the Verification Center, indicate you will fax your documents. When you do so, download and print fax coversheet. This fax coversheet is student & document specific. Fax the coversheet and documents 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.

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INDEPENDENT STUDENT VERIFICATION CHECKLIST

STUDENT CHECKLIST

☐ Log in to your MyIvy account and go to the Financial Aid Verification link.

☐ Verify your personal information at the Verification Center.

☐ 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 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.

HAVING DIFFICULTIES? CALL 888-IVY-LINE (489-5463)

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