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 reviewing the Outstanding Requirements letter you received in your MyIvy email (subject: *Important Information About Your Financial Aid File*). It contains instructions for completing each required piece of the verification process, as well as links to any forms you will need to fill out and/or sign.

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

Some students may be required to provide income information.

A) If you completed 2023 federal income taxes, you can provide tax information by completing one of the following approaches:

1) Obtain a signed copy of your and/or your spouse's filed 2023 IRS Form 1040; OR

2) Request your 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:

B) For non-tax filers, the Outstanding Requirements email will contain your documentation requirements. Those will include your and/or your spouse's W-2 for any income earned from work in 2023.

C) Scan your required documents (signed forms, tax and earnings documents, family size forms, etc.) to your computer/jump drive. Upload your documents by clicking on your home campus's Secure Financial Aid File Drop (https://www.ivytech.edu/tuition-aid/financial-aid/managing-your-financial-aid/financial-aid-forms/secure-financial-aid-file-drop/).

D) If you filed an amended tax return or have an extension to file, please ask for instructions at your Enrollment Center or call 888-IVY-LINE.

My Outstanding Requirements mail 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 your email.

☐ Review your missing information email for instructions and links to required forms.

☐ 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 upload all your required documents to the financial aid office for review via the Secure Financial Aid File Drop. Please be sure to provide all required documents at the same time to avoid processing delays.

☐ 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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