Dear Student,

The Department of Education selected you for a process called verification. The verification process requires the school to confirm selected items on your FAFSA including, but not limited to, your identity and proof of High School graduation.

During the verification process, you will need to complete 3 main steps:

1. Submit a *notarized* signed Statement of Educational Purpose*
2. Provide the school *proof of your High School Graduation*
3. Complete and submit the *Verification Worksheet* and any other verification documents populated in your Student Portal (under Financial Aid documents in the Financial Aid section)

For many of our students, the Statement of Educational Purpose can be the most challenging requirement to meet. *To ensure a successful completion of this process, please carefully read the information below.*

*A notary is a person who has the authority to act as an official witness when legal documents are signed. The Statement of Educational Purpose MUST be signed in front of a notary.

STEPS ON PROVIDING THE STATEMENT OF EDUCATIONAL PURPOSE

STEP 1: Locate a Notary Public

Many places have an authorized notary public that you can visit. While you can search the internet for a notary public that is nearest to you, below is a list of common places that may have notaries available to the public.

COMMON PLACES TO FIND A NOTARY	
• A bank	• A law office
• Town Hall or City Hall	• Your Insurance company
• Your local courthouse	• Your Real estate agent

STEP 2: Visit a Notary

Be sure to **bring a valid, Government issued ID** to a notary (*please note, Military ID's are not acceptable for documentation purposes*). The document being notarized must be completed in the presence of the notary. **To ensure completeness of the form, please print out page three of this document and bring it with you to the notary.**

STEP 3: Complete the document

The Statement of Educational Purpose must be filled out accurately for the Financial Aid Office to complete the verification process. Please follow the steps below to avoid delays.

Avoid Common Errors

☐ Ensure your name **and** your school name appear on the document

☐ Present a **valid, Government issued ID** to the notary (you will need to provide a *photocopy* of the ID used to the Financial Aid Office)

☐ Sign, date and add the last 4 digits of your SSN and/or your Student ID on the form **in the presence of the notary**

☐ Ensure the notary completes **the entire** notary section

☐ Ensure the notary includes their **notary seal or stamp**

☐ Do not mail a **copy** of the form – the school must receive the **original, signed form** to complete the Verification process

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STEP 4: Mail the document and a copy of proof of identity

☐ Please mail the **original** notarized, signed Statement of Educational Purpose AND

☐ Include a **photocopy** of your Government issued ID used during the notary process (**PLEASE NOTE: If you send in a copy of an ID other than the one listed by the notary or forget to send a copy, it will delay the verification process**)

☐ Mail both documents to the address and addressed individual below:

Five Towns College
Attn: Financial Aid
305 N. Service Road
Dix Hills, NY 11746

Once received, the Financial Aid office will review the paperwork and inform you of any next steps. Please contact the Financial Aid office for any questions regarding this process.

2023-24 Identity and Statement of Educational Purpose with Notary

Identity and Statement of Educational Purpose (To Be Signed With Notary)

If the student is unable to appear in person at _____ (*Name of Postsecondary Educational Institution*) 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; and

b) The original notarized Statement of Educational Purpose provided below.

Statement of Educational Purpose

I certify that I _____ (*Print Student's Name*) am the individual signing this Statement of Educational Purpose and that the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending
_____Five Towns College_____ (*Name of Postsecondary Educational Institution) for*

2023-24

_____   _____
(Student's Signature)   (Date)

_____   _____
(Last 4 Digits of SSN)   (Student's ID Number)

Notary's Certificate of Acknowledgement
Notary's certification may vary by State

State of _____   City/County of _____
On_____ (*Date*), before me, _____ (*Notary's name*),
personally appeared, _____ (*Printed name of signer*), and
proved to me on basis of satisfactory evidence of identification to be the above-named person who signed the foregoing instrument.
Check box below to indicate the type of government-issued photo ID provided to the notary by the student (Military ID's will not be accepted):

☐ Driver's License/State ID Card
☐ Passport
☐ Other:_____

WITNESS my hand and official seal

(seal)   _____
                                                                (Notary signature)

My commission expires on _____ (*Date*)