



Custom Verification Worksheet (V4) 2025-2026

Office of Financial Aid

Your 2025-2026 FAFSA was selected for a review process known as verification. This means that you are now required to complete and return this worksheet to Springfield College Office of Financial Aid. We will verify your identity and confirm your eligibility for federal and institutional aid. If you have any questions, please contact us at 413.748.3108 or via email at financialaid@springfieldcollege.edu.

SECTION A: Student's Information

Springfield ID#: _____

Student's Last Name	First Name	M.I.	Student's Date of Birth
Student's Street Address (include apt. number)			Student's Phone Number
City	State	Zip	Student's Email Address

SECTION B: Identity Verification:

The student must appear in person at Springfield College to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.

If the student cannot appear in person, please contact us at 413.748.3108 or via email at financialaid@springfieldcollege.edu to schedule an appointment with a financial aid representative who will verify your identity remotely. The student must present an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport in a Zoom meeting and consent to having the Zoom meeting recorded and documented.

***For Springfield College Use only:
Authorization form which was signed at the Institution***

Name of Springfield College employee

Signature of authorized Springfield College employee

Date viewed documents and signing statement

Student's Name: _____

Springfield ID#: _____

SECTION C: Certification and Signatures

Each person signing below certifies that all of the information reported is complete and accurate. The student must sign and date.

Referral of Fraud Cases

If we suspect that a student, employee, or other individual has misreported information or altered documentation fraudulently to obtain federal funds, we are required to report our suspicions and provide any evidence to the U.S. Office of Inspector General.

WARNING: If you purposely give false or misleading information you may be fined, sentenced to jail, or both.

Student's signature (ink)

Date

Please submit this completed form to the Office of Financial Aid, Springfield College, 263 Alden Street, Springfield, MA 01109-3797.

Thank you for your assistance with the verification process.