



Bronx Campus  
Office of Student Financial Services  
2501 Jerome Avenue  
Bronx, NY 10468  
Phone: (646) 393-8400

New Rochelle Campus  
Office of Student Financial Services  
434 Main Street  
New Rochelle, NY 10801  
Phone: (914) 740-684

**2025-26 CUSTOM VERIFICATION GROUP - NOTARY (V4)**

Your Free Application for Federal Student Aid (FAFSA) was selected by the Federal Department of Education for review in a process called "Verification." In this process, the Office of Student Financial Services will compare information from your FAFSA with this worksheet and any other required documents. The Verification must be finalized prior to the distribution of federal aid. If inconsistencies are found between your FAFSA, verification worksheet, and other documentation, the Office of Student Financial Services may electronically amend the necessary changes.

1. Complete all sections of this worksheet that apply to you.
2. Submit the completed and signed Verification Worksheet along with the requested documentation to the Office of Student Financial Services.

**A. STUDENT INFORMATION (Please Print)**

Last Name		First Name		Monroe University ID Number
Address (include Apt.#)		City	State	Zip Code
Cell Phone # ( )		Home Phone # ( )		Date of Birth (MM/DD/YYYY) / /
				Personal E-Mail

**B. IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE (To Be Signed in the presence of a Notary)**

The student is unable to appear in person at Monroe University - Bronx/New Rochelle Campus, to verify his or her identity, the student must provide to the institution both of the following items:

- (a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; and
- (b) The original Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

I am unable to appear in person at Monroe University - Bronx/New Rochelle Campus, therefore I am signing the Statement of Educational Purpose in the presence of the notary.

**STATEMENT OF EDUCATIONAL PURPOSE**

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational Purpose  
(Print Student's First Name and Last Name)

and that the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Monroe University - Bronx/New Rochelle Campus for 2025-26.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Monroe University ID Number

\_\_\_\_\_  
Date

**NOTARY'S CERTIFICATE OF ACKNOWLEDGEMENT**

State of \_\_\_\_\_, City/County of \_\_\_\_\_ on \_\_\_\_\_  
(Date)

before me, \_\_\_\_\_, personally appeared, \_\_\_\_\_, and  
(Notary's Name) (Printed name of signer)

proved to me on basis of satisfactory evidence of identification, \_\_\_\_\_, to be the above-name person who  
(Type of unexpired government-issued photo ID provided)

signed the foregoing instrument.

WITNESS my hand and official seal  
(seal)

\_\_\_\_\_  
(Notary Signature)

My commission expires on \_\_\_\_\_  
(Date)

Student's First and Last Name: \_\_\_\_\_ Monroe University ID Number: \_\_\_\_\_

**C. CERTIFICATION**

The student signing this worksheet certifies that all the information reported on this form is complete and accurate. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined up to \$20,000, be sentenced to jail, or both.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**\*\*\*\*\* OFFICE USE ONLY \*\*\*\*\***

Completed by the designated financial aid administrator:

ID Type: \_\_\_\_\_ Copy of ID attached:

Designated FAA Name: \_\_\_\_\_  
(Print Designated FAA Name)

Designated FAA Title: \_\_\_\_\_

Designated FAA Signature: \_\_\_\_\_ Date: \_\_\_\_\_