Steps to Complete the Verification Process

- The student's SAR/ISIR will indicate if the application has been selected for the Verification Process or has conflictive information.

- The Financial Aid Office will contact the student via postal mail, e-mail and/or phone to request the necessary documentation to complete the Verification Process or to resolve any conflictive information.

- The student must submit all required documentation within the established deadline.

- After reviewing the submitted documentation, the Financial Aid Officer will prepare the Verification Worksheet which must be signed by the student and parents (if a dependent student).

- If a correction was made to the student's application, the student will receive a notification.

- After the student's file is completed, the Financial Aid Office will determine the student's eligibility for financial aid programs and will send written notification to the student.

Deadlines...

✓ Deadlines are required by the Department of Education and enforced by Polytechnic University of Puerto Rico.

✓ Failure to submit required documentation within the established deadline could disqualify the student to receive federal or state financial aid.

✓ Students with incomplete files will not be able to use student aid to complete the enrollment process.

✓ Students with incomplete Verification Process have the option to pay the required amount in order to complete the enrollment process. In this case, the Verification Process must be completed before the last day of classes of the academic period. Keep in mind that the earlier the Verification Process is completed, the earlier we will be able to determine if the student is eligible to receive financial aid funds.

Financial Aid Office

Polytechnic University of Puerto Rico
Orlando Campus
550 N. Econlockhatchee Tr.
Orlando, FL 32825

Ileana Díaz, Financial Aid Officer
Phone: 407-677-7000 ext.806
Fax: 407-677-5082
E-mail: idiaz@pupr.edu

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POLYTECHNIC UNIVERSITY
SAN JUAN • ORLANDO • MIAMI

Verification Process

Financial Aid Office
Orlando Campus

What is the Verification Process?

- Process required by the U.S. Department of Education to validate the student's eligibility for Federal Student Aid Programs.

- Through this process the school will confirm the accuracy of all information reported in your Free Application for Federal Student Aid (FAFSA).

- Your application could be randomly selected for this process by the Department of Education (EFC with *) or by the school if there is any conflictive information.

Required Verification Items
- Household size
- Number in college
- Adjusted Gross Income
- U.S. taxes paid
- Income earned from Work
- Untaxed income, benefits and pensions
- SNAP Benefits (food stamps)
- Child support paid
- Untaxed IRA distributions
- Education Credits
- IRA deductions
- Tax exempt interest income
- High School completion status
- Identity/statement of educational purpose
- Other items could be verified at Officer's discretion

Commonly Requested Documentation
- Tax Return Transcript from the I.R.S. In very limited cases, a signed copy of your income tax return could be accepted.
- W-2/1099 forms
- Non filing transcript from I.R.S.
- Government Agency Certification for benefits received
- Copy of Divorce Decree / Separation Agreement
- Evidence of dependents other than student's children and spouse
- Other reasonable documentation based on the student's situation

Important!

- ✓ Documentation will be requested case by case.

- ✓ If the Verification Process uncovers errors in your application, the Financial Aid Officer will make the necessary corrections on your behalf. These corrections could affect your eligibility to receive financial aid.

- ✓ Grants disbursements, work-study applications or students loans will not be processed if the Verification Process is incomplete or any conflictive information has not been resolved.

- ✓ Should the student's file be selected for the Verification Process after the financial aid was disbursed, no further disbursements will be processed until the Verification Process is completed. If the student could not satisfy the Verification Process, any disbursed aid could be adjusted or cancelled.

- ✓ "The Secretary of Education has the authority to verify information reported on the Free Application for Federal Student Aid (FAFSA) with the Internal Revenue Service and other federal agencies. If you purposely give false or misleading information, you may be fined up to $20,000, sent to prison, or both."