

Student Verification Process

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What is Verification?

Verification is the process by which schools review student financial aid applications for accuracy. Institutions that participate in Federal Title IV aid programs are required to perform verification on a selection of students. Verification is done by collecting the documents the student used to complete the FAFSA and comparing them with the information the student provided on the FAFSA. You will not be able to receive financial aid until the verification process is complete.

Who is Selected for Verification?

CSU Global follows U.S. Department of Education (ED) guidelines and completes verification on all records that the ED selects for the verification process. Additionally, we select a number of students for institutional verification based on the answers provided to certain FAFSA questions.

What is the Verification Process?

If you are selected for verification, you will find out in a couple of ways:

1. When you receive your Student Aid Report (SAR) from the Department of Education, you will see a comment stating "Your FAFSA has been selected for a review process called verification. Your school has the authority to collect certain financial documents from you."
2. Once our financial aid office receives your processed FAFSA, an email will be sent your CSU Global student email indicating that you have been chosen for verification. This email will direct you to your student portal and the "FAFSA Verification" button located under the "My Account and Financial Aid" tab

How to Complete Verification

1. After you click the button in your portal, you will be taken to Student Forms to complete verification. On this page, you will need to create an account (if you haven't already) to continue with the verification process.
2. You will need to complete all of the fields listed; first name, last name, date of birth and social security number are required in order to link your account with the FAFSA you submitted. **This information must be entered exactly as it was on the FAFSA.**
3. Once you have created your account, log in, and you will see the information required to complete your verification. This will be different for each student. You will need to complete and upload all the required documentation before CSU Global can complete your verification. Click on each document to view the requirements and submit the appropriate information.
4. After you have submitted the required documentation, CSU Global will review the information within 3 business days. Please note, you should receive a page notification that says

CONGRATULATIONS (in place of WELCOME) which lets you know you have successfully submitted the documents. If a correction needs to be made, you will receive an email notification. Log back into your verification account and review the corrections that need to be made to complete your verification. You can click the red triangle next to each document that needs to be corrected for details on completing the correction. Please see the example below.

Welcome!

Below is the list of items the Financial Aid Office needs you to complete for the financial aid verification process. Click on any section to view the detailed list of requirements.

Contact the Financial Aid Office with any questions.

▼
Household Form

Waive

You were selected for a process called verification by the Department of Education. You will need to verify certain information you reported on the Free Application for Federal Student Aid (FAFSA). In order to do so, [Read More](#)

✘ On the FAFSA you have listed that you support 2 children but neither is listed on the household form. Please complete a new household form with all family members included or correct the FAFSA to reduce the household size.

5. After your FAFSA has been verified, you will receive an email notification that the process is complete. You can also check your account for completion. Your account status will say "verified" and you will see that CSU-Global has completed your verification review and no further action is required. Please see the example below.

Transaction: 2016 - 2017 Transaction 1	Student IRS DRT Code: 02	Dependency Status: I
Status: Verified	Student IRS Display Flag: B	V Group: V1
Created on: 01/10/2017	Parent IRS DRT Code: 00	Comment Codes: 149 171 349 001 118
View Current ISIR	Parent IRS Display Flag: A	006
		EFC: ██████████