

VERIFICATION PROCESS

INDEPENDENT

Verification? What is it?

The Department of Education selects some students to complete the verification process. The information you provide is cross-checked with your FAFSA information to ensure that FAFSAs are correct.

Financial Aid Advisors CANNOT process any financial aid for selected students until this process has been completed.

If you have any questions, please contact 888-IVY-LINE.

The Verification Process is an online process. Please read below for some advice on getting the process completed.

I think I was selected. How do I get it started?

Students can begin the process by going to the My Financial Aid link on MyIvy as soon as they receive an email with instructions.

I have to submit income information, what do I do?

Some students may be required to provide income information.

A) If you completed federal income taxes two years ago, you can provide tax information by completing the following steps:

1) Login to myivy.ivytech.edu, select My Financial Aid.



My Financial Aid



- 2) Click on the name of the required form and follow the on screen instructions. The form will include a list of accepted types of tax documents.
- 3) Request a Federal Tax Transcripts from the IRS at <https://www.irs.gov/individuals/get-transcript> or contact the campus Financial Aid Office for help. An IRS Tax Return Transcript can be accepted in place of a signed 1040 tax return. An IRS Wage and Income Transcript can be accepted in place of a W-2.

B) Find the contact information for the your campus's Financial Aid Office at <https://www.ivytech.edu/tuition-aid/financial-aid/>.

C) If you filed an amended tax return or have an extension to file, please ask for instructions at your Financial Aid Office or call 1-888-IVY-LINE.

My Financial Aid shows that I have other documents to submit, what do I do?

You can submit other requirements by clicking on each separate link and following the instructions (complete on-screen questions).

When all requirements have been completed on that form, click the signature box to electronically sign the form. Then click the submit button.

The Financial Aid Office will not take ANY documents from students unless the students are sent a specific message instructing them to do so.

If you submit documents to the Financial Aid Office and have not been instructed to do so, all documents will be returned to you, potentially delaying the processing of your aid.



INDEPENDENT STUDENT VERIFICATION CHECKLIST

STUDENT CHECKLIST

- Log in to your Mylvu account and go to the Financial Aid Verification link.
- Verify your personal information at the Verification Center.
- Complete the required documents.
Some students are required to upload documents. Please refer to the reverse side of this handout for more details.
- Once you have completed the requirements for your verification, you will be able to click on the "Next" button and submit your file for approval.
- You will receive an email once your verification has been completed.
- Understand that your verification may be re-reviewed if you make subsequent FAFSA changes after verification is complete.
If you are required to submit additional information after your initial submission, you will receive an email.

HAVING DIFFICULTIES? CALL **888-IVY-LINE (489-5463)**



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