

VERIFICATION PROCESS

DEPENDENT

Verification? What is it?

The Department of Education selects some students to complete the verification process. The information you & your parent 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 our office at 888-IVY-LINE.



The Verification Process is an online process for students and parents of dependent students. Please read below for some advice on completing the process.

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. After the student starts and submits their part of a required form, the parents will receive an email with a link to complete their part.

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

Some students and parents 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) The student will click on the name of the required form and follow the on screen instructions. They will sign and submit their part.

3) The parent will receive an email with a link for them to complete their part of the form. A new invitation email is sent for each form.

a. Online forms are completed through Dynamic Forms. The parent will need to create an account before starting the first form. The Dynamic Forms login can be used to complete their part of any additional forms.

b. Contact Next Gen Solutions at ngssupport@ngwebsolutions.com for help with login issues.

4) Request a Tax Transcript from the IRS at <https://www.irs.gov/individuals/get-transcript> or contact the Financial Aid Office at your student's campus 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?

The student will start 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.

DEPENDENT STUDENT VERIFICATION CHECKLIST

STUDENT CHECKLIST

- Log in to MyIvy and go to the Financial Aid Verification link.
- Verify your personal and parent information at the Verification Center. Your parents' information is REQUIRED to complete your verification.
- 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 and your parent 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.

PARENT CHECKLIST

- Find the email sent from verify-finaid@ivytech.edu regarding your student's verification. Click on the link to begin the verification process.
- Verify your personal information at the Verification Center, create your user ID, password and create security question answers.
- Complete the required documents.

Some parents are required to upload documents. Please refer to the reverse side of this handout for more details.

If you need to return later to complete your verification, do not re-use your original customized link. Go to <https://ivytech.studentaidprocess.com>, click on "I am a Parent of a Student" and enter your username. If you do not remember your user name, call 888-IVY-LINE.

If you do not remember your password, click on "Forgot Password." You'll be asked for a security answer, your SSN and email address. A temporary password will be emailed to you. You must use this password within 24 hours. When you enter the verification site, change your password.

STUDENTS SHOULD NOT ATTEMPT TO ACCESS THEIR PARENT'S VERIFICATION ACCOUNT

Student verification requirements do not display in the parent's account. A student attempting to access a parent's account can cause the two accounts to become intertwined and result in the parent not being able to access the correct account using the existing credentials.

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.

