2021-2022 Institutional Verification Worksheet
Independent Student

Your 2021-2022 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

A. Student’s Information

<table>
<thead>
<tr>
<th>Student’s Last Name</th>
<th>First Name</th>
<th>M.I.</th>
<th>Student’s Identification (ID) Number</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Student’s Email Address

B. Number of Household Members and Number in College

Number of Household Members: List below the people in the student’s household. Include:

- The student.
- The student’s spouse, if the student is married.
- The student’s or spouse’s children if the student or spouse will provide more than half of the children’s support from July 1, 2021 through June 30, 2022 even if a child does not live with the student.
- Other people if they now live with the student and the student or spouse provides more than half of the other person’s support, and will continue to provide more than half of that person’s support through June 30, 2022.

**Include information if any member is, or will be, enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2021 and June 30, 2022 and include the name of the college.**

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Age</th>
<th>Relationship</th>
<th>College</th>
<th>Will be Enrolled at Least Half’time (Yes or No)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Self**

*Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.*
C. Independent Student’s Income Information to Be Verified

**Important Note:** The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2019 or had a change in marital status after December 31, 2019.

- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2019 IRS income tax return information into the student’s FAFSA.

- The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2019 IRS Tax Return Transcript(s)**.

- The student and spouse filed separate 2018 IRS income tax returns, the IRS DRT cannot be used and the **2019 IRS Tax Return Transcript(s)** must be provided for each.

**Verification of 2019 Income Information for Student Nontax Filers**

The instructions and certifications below apply to the student and spouse, if the student is married. Complete this section if the student and spouse will not file and are not required to file a 2019 income tax return with the IRS.

**Check the box that applies:**

- The student and spouse were not employed and had no income earned from work in 2019.

- The student and/or spouse were employed in 2019 and have listed below the names of all employers, the amount earned from each employer in 2019, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2019 IRS W-2 forms issued to the student and spouse by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student’s name and ID number at the top.

<table>
<thead>
<tr>
<th>Employer’s Name</th>
<th>IRS W-2 or an Equivalent Document Provided?</th>
<th>Annual Amount Earned in 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>(Example) ABC's Auto Body Shop</em></td>
<td>Yes</td>
<td>$4,500.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Amount of Income Earned From Work</strong></td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2021 that indicates a 2019 IRS income tax return was not filed with the IRS or other relevant tax authority.

_____ Check here if confirmation of no filing is provided.

_____ Check here if confirmation of no filing will be provided later.
D. High School Completion Status

Provide one of the following documents to indicate the student’s high school completion status when the student begins college in 2021–2022:

- A copy of the student’s high school diploma.
- For students who completed secondary education in a foreign country, a copy of the “secondary school leaving certificate” or other similar document.
- A copy of the student’s final official high school transcript that shows the date when the diploma was awarded.
- A State certificate or transcript received by a student after the student passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination).
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor’s degree.
- For a student who was homeschooled in a State where State law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a student who was homeschooled in a State where State law does not require the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a transcript, or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting.

A student who is unable to obtain the documentation listed above must contact the financial aid office.
E. Identity and Statement of Educational Purpose
The student must appear in person at New Mexico Tech to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver’s license, other state-issued ID, or passport. The institution will maintain a copy of the student’s photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student’s ID.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

Identity and Statement of Educational Purpose (To Be Signed in the Presence of a Notary)
If the student is unable to appear in person at New Mexico Tech to verify his or her identity, the student must provide to the institution:

(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.

Statement of Educational Purpose

I certify that I ___________________________ am the individual signing
(Print Student’s Name)

this Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending New Mexico Institute of Mining & Technology for 2021–2022.

_________________________________________________________________________  __________
(Student’s Signature)  (Date)

_________________________________________________________________________
(Student’s ID Number)
State of __________

City/County of __________

On __________, before me, __________, personally appeared, __________, and proved to me, __________, on the basis of satisfactory evidence of identification __________, to be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal __________

(seal) __________

(Notary's name) __________

My commission expires on __________

(Date) __________

F. Certifications and Signatures

The person signing below certifies that all of the information reported is complete and correct and is aware that after review of the information provided, a correction to the FAFSA may be necessary.

Student’s Signature __________

Date __________

WARNING: If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.

Submit this worksheet and any accompanying information to our secure document submittal portal.