DEPAUL UNIVERSITY

Office of Financial Aid

Verification FAQ

Why was I selected for verification?

Verification is a review process required by federal student aid regulations. It simply means the information on your Free Application for Federal Student Aid (FAFSA) needs to be confirmed with supporting documents. If changes to your FAFSA are required due to verification, your eligibility for need-based awards may change. Our office will send you an electronic award notification if there are any changes to your eligibility.

How do I complete this process?

Use your BlueKey login to view your **To Do list** in Campus Connect. For more information, see the 2024–2025 Verification Document List at the end of this FAQ. Items may be submitted via:

- Our secure document submission form
- Our secure fax line (312) 476-3213
- Mail to the: Office of Financial Aid at DePaul University, 1 E. Jackson Blvd, Suite 101, Chicago, IL 60604-2287
- In person at DePaul Central at the Loop and Lincoln Park campuses
- To protect your personal information, please do not email documents.

If you cannot submit the requested documents or have any questions, contact us for assistance. Our teams are happy to help guide you through this process.

What happens if I do not complete verification?

- Your eligibility for need-based federal, state, and university grant aid cannot be determined until you complete verification, therefore you will not receive an award package. If you are a new student, you will receive an estimate.
- If you do not submit the required documentation by the deadline, your financial aid may be cancelled.
- **If you have a balance due, Student Accounts will place a hold on your registration.**

What are the important deadlines?

Financial aid is time sensitive, and we recommend that you submit your documents **within 14 days** of receiving the request. Since some programs have specific processing requirements, your funding may be reduced or canceled if you delay the submission of your documents, as explained below:

- If you are eligible for the **Illinois Monetary Award Program (MAP),** you need to complete verification as soon as you are notified, but no later than two weeks before the quarterly payment claim date established by the State of Illinois. Funding is limited and time sensitive. You may not receive funding if you complete verification after the dates below:
    - Fall Quarter: October 1st
    - Winter Quarter: February 1st
    - Spring Quarter: April 15th
- If you plan to borrow federal student loans, you must complete verification no later than November 1st for academic year loans and no later than the 6th week of the quarter for partial-year loans to allow sufficient processing time.
- If you are eligible for the Federal Pell Grant, you must complete verification within 120 days of your last date of attendance for the academic year or no later than the verification deadline established by the Department of Education (check with the Office of Financial Aid for this date), whichever is earlier.
- If you receive institutional need-based funds, you must submit verification documents by October 1st for full year awards, and by the 6th week of the quarter for partial-year awards.
- Any exceptions made to the above deadlines will be on an appeal basis, dependent on the availability of funds, and in all cases based upon federal, state, and university regulations.

2024–2025 Verification Documents

Your To Do list requests:	How can I find this and what should I do?
2022 Tax Documentation	**If you or your contributors filed taxes:** ○ **We recommend you use the FUTURE Act Direct Data Exchange (FA-DDX) to transfer your federal income tax information into your FAFSA.** If you are not eligible to complete this step and tax information is required, review the options below. ○ **Submit a signed copy of the 2022 Federal Income Tax Return 1040 and Schedules 1, 2, and 3 if filed.** Be sure to submit all pages and include the student's DePaul ID on documents. • You may also request a 2022 Tax Return Transcript (TRT) from the IRS to submit to our office if you do not have a copy of your 2022 federal tax return. Request the TRT from the IRS by phone at (800) 908-9946 or at the IRS website: https://www.irs.gov/individuals/get-transcript. **-OR-** ○ **Submit a signed copy of the 2022 Foreign Income Tax Return.** If you have foreign earnings and did not file taxes in the U.S, submit a copy of the foreign tax return filed with currency converted figures, the conversion rate used, and the date that rate was in effect attached. **-OR-** ○ **If you filed an amended return after your FAFSA was filed or are a victim of identity theft, contact our office for assistance.** **-OR-** ○ **If you or your contributors did not file taxes or had to provide manual tax information, the contributor will be asked to complete the 2024-2025 Verification of Tax Filing and Resources.**
2024-2025 Verification of Tax and Resources (available in Campus Connect)	○ Click the link in your **To Do l**ist to open the form; ○ **Complete form, obtain necessary signature(s), date**, and submit to the Office of Financial Aid.
2022 Student/Spouse W2	○ Submit copies of all **your (and your spouse, if applicable)** 2022 W-2 forms, 1099-G, 2022 Schedule C(s), or 2022 Schedule SE(s). **-OR-** ○ Each contributor may request a 2022 Wage and Income Transcript from the IRS by phone at (800) 908-9946 or at the IRS website: https://www.irs.gov/individuals/get-transcript.
2022 Parent(s) W2	○ Submit copies of all your parent(s) 2022 W-2 forms, 1099-G, 2022 Schedule C(s), or 2022 Schedule SE(s). **-OR-** ○ Each parent contributor for your FAFSA may request a 2022 Wage and Income Transcript from the IRS by phone at (800) 908-9946 or at the IRS website: https://www.irs.gov/individuals/get-transcript
Verification of Family Size (available in Campus Connect)	○ Click on the link in your **To Do** List to open the form; ○ **Complete form, obtain necessary signature(s), date**, and submit to the Office of Financial Aid.
Submit all To Do List items to the Office of Financial Aid	

Learn more about Financial Aid – Watch FATV videos

Questions? Need more information? Contact us