

Instructions:

Your 2025-2026 Free Application for Federal Student Aid (FAFSA) was selected for verification, a federally mandated process to confirm the accuracy of the information reported on your FAFSA. To complete this process certain documents and information are required for the Office of Financial Aid to review prior to the determination of federal aid eligibility or the release of that aid.

Note: This document must be submitted in person. Electronic copies can only be accepted if notarized.

FIRST-YEAR AND TRANSFER APPLICANTS: Only if notarized, please upload the completed form online by logging into the My Financial Aid Portal, clicking on the menu in the upper left corner, clicking on the Documents & Messages option and locate the **Statement of Educational Purpose** upload. **Case Western Reserve University does not utilize the IDOC system through College Board.**

CONTINUING/CURRENT CWRU STUDENTS: Only if notarized, please upload the completed form online by logging into the My Financial Aid Portal, clicking on the menu in the upper left corner, clicking on the Documents & Messages option and locate the **Statement of Educational Purpose** upload.

If you have any questions, please feel free to contact us at financialaid@case.edu or call 216-368-4530 or 800-945-4530.

Forms required to complete this process:

1. Proof of Identity using an unexpired valid, government-issued photo identification such as, but not limited to, a driver's license, other state-issued ID, or passport - *Original document is required when the form is completed, whether in person or notarized. A copy of the document will be made when completed in person, or must be submitted with the notarized statement.*

Proof of Identity

Student's Last Name	Student's First Name	MI	SIS/PeopleSoft Student ID (1234567 or abc123)
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Section #1: To be completed in person if you are able to appear to a CWRU Financial Aid Officer

You can appear in person at the CWRU Office of University Financial Aid to verify your 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 your 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 your ID.

Student's signature	Date
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Financial Aid Officer's Signature	Date
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Section #2 - To be completed in the presence of a notary if you cannot appear to a CWRU Financial Aid Officer in person

If you are unable to appear in person at the CWRU Office of University Financial Aid to verify your identity, you must provide **both** of the following:

- A copy of the unexpired valid government-issued photo identification (ID) such as, but not limited to a driver's license, other state-issued ID, or passport, that is acknowledged in the notary statement below
- The original notarized Statement of Educational Purpose provided below.

Student's signature	Date
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Notary's Certificate of Acknowledgment

State of _____ City/County _____
On ____/____/____, before me _____ (Notary's name) personally appeared,
_____ (Student's name) and provided to me on the basis of satisfactory evidence of
identification _____ (Type of government issued photo ID) to be the above named person
who signed the foregoing instrument.

WITNESS my hand and official seal

My commission expires on ____/____/____

Notary's signature _____ Date ____/____/____

