



Office Of Financial Aid  
 200 McAllister San Francisco, CA 94102  
 Phone: 415-565-4624 Email: [FinancialAid@uclawsf.edu](mailto:FinancialAid@uclawsf.edu)

### UC Law SF Verification Worksheet (V5)

Your 2025-2026 FAFSA was selected by the U.S. Dept. of Education for review in a process called "verification." In this process, we are required by federal law (34 CFR, Part 668) to compare the information from your FAFSA with the information provided on this form and with any other required documents. If there are differences, your FAFSA information may need to be corrected. ***We cannot process your financial aid until verification has been completed; please provide the required documents within 30 days of starting school or the start of your next academic year as applicable.***

**What you should do:**

1. Complete Sections A, B, and C.
2. Complete Section D in the presence of a Financial Aid Officer of UC Law SF or with a Notary.
3. Sign Section E.
4. Mail the completed form, and copy of the ID used with a Notary, to the UC Law SF Financial Aid Office.

**A. Student Information:**

Student's Last Name, First Name, Middle Initial		
Address (inc. apt. #)	City	State, Zip Code
Date of Birth	Email Address	Phone Number (include area code)

**B. Family Size and Information:**

**Independent Students:** List the people in your household; include:

- (a) The student
- (b) The student's spouse (if applicable)
- (c) The student's dependent children if the following are true:
  - They live with the student (or live apart because of college enrollment)
  - They receive more than half of their support from the student.
  - They will continue to receive more than half their support from the student during the award year.
- (d) Other persons if the following are true:
  - They live with the student.
  - They receive more than half of their support from the student during the award year.
  - They will continue to receive more than half their support from the student during the award year.

The provided criteria for "dependent children" or "other persons" align with the requirement that family size align with whom the student could claim as a dependent on a U.S. tax return if the student were to file a U.S. tax return at the time of completing the 2025-2026 FAFSA. As a result, the student should not include an unborn child/children in the family size.



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Write the names of all household members; including yourself! Write in the name of the college for any family member who will be going to college at least half-time from July 1, 2025 through June 30, 2026 and will be enrolled in a degree, diploma or certificate program at an eligible postsecondary educational institution. Attach a separate page for additional names. We may require additional documentation if we have reason to believe this information is incorrect.

Table with 4 columns: Full Name, Age, Relationship, College. Includes an example row with 'Martha Jones', '22', 'Self', and 'Anywhere Tech'.

C. Student and Spouse Income Information:

Important Notice: Please notify the financial aid office if the student or spouse (if applicable) filed separate IRS income tax returns for 2023 or had a change in marital status after December 31, 2023.

Check the box that applies:

Student's (or spouse's) 2023 income tax return was used and successfully imported into the FAFSA. In most cases, no further documentation is needed to verify 2023 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS. [skip to section D]

Student's (or spouse's) 2023 income tax return unavailable or could not be used, and instead will provide the institution with 2023 IRS Tax Return Transcripts or sign copy of the 2023 Federal Income Tax Return and applicable schedules. [skip to section D].

Student (or spouse) was not employed and had no income earned from work in 2023. [Go to Non-tax Filers]

Student (or spouse) was employed in 2023 but was not required to file an income tax return. List below the names of all employers, the amount earned from each employer in 2023, and whether an IRS W-2 form or an equivalent document is provided. List every employer even if the employer did not issue an IRS W-2 form. [Go to Non-tax Filers]



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**For Non-Tax Filers:** Provide a signed and dated statement certifying that the individual has not filed and is not required to file a 2023 income tax return, as well as the sources of 2023 income earned from work and the amount of income from each source.

Check here if non-filing statement is signed and dated

Check here if non-filing statement will be provided later

D. Statement of Identity and Educational Purpose



The student must appear in person at **UC College of Law, San Francisco** to verify his or her identity by presenting a 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 with the date it was received and the name of the official at the institution authorized to collect the student's ID.

In addition, the student must sign, *in the presence of the institutional official*, the following:

*Statement of Educational Purpose*

I certify that I \_\_\_\_\_ am the individual signing 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 **UC College of Law, San Francisco** for 2025-2026.

(Print Student's Name)

(Name of Postsecondary Educational Institution)

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student's ID Number)

\_\_\_\_\_  
UC Law SF Witness



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Alternatively, the above statement may be signed in the presence of a notary if the student is unable to appear in person at UC College of Law, San Francisco to verify his or her identity; the student must provide:
(Name of Postsecondary Educational Institution)

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

Notary's Certificate of Acknowledgement:

State of \_\_\_\_\_

City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_,
(Date) (Notary's name)

personally appeared, \_\_\_\_\_, and provided to me
(Printed name of signer)

on basis of satisfactory evidence of identification \_\_\_\_\_
(Type of government-issued photo ID provided)

to be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal:

(Seal) \_\_\_\_\_
(Notary signature)

My commission expires on: \_\_\_\_\_
(Date)

E. Certifications and signatures

Each person signing below certifies that all the information reported is complete and correct. The student whose information was reported on the FAFSA must sign and date below.

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

\_\_\_\_\_  
(Student's Signature) (Date)

\_\_\_\_\_  
(Print Student's Name)



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This verification form is required to be printed and signed. If you are unable to or don't have access to a printer, please contact our office at 415-565-4624 or [financialaid@uclawsf.edu](mailto:financialaid@uclawsf.edu) and we will be happy to mail you the documents needed.

**How to Submit:**

- **Mail:** Financial Aid Office, 200 McAllister San Francisco, CA 94102
- **In Person:** Financial Aid Office, 200 McAllister San Francisco, CA 94102

**Instructions:**

- As part of federal student aid eligibility, students, and spouses (as appropriate), will be required to consent and approve sharing and importing income tax information from the IRS to the FAFSA form, even if the attempt to obtain or use such data is ineffective.
- In other words, if the student or spouse file separate income tax returns, both must provide consent and approval to share and import income tax information from the IRS.

A **2022 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by Mail – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- Get Transcript Online – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.