

# After successfully <u>creating your CUNY Student Forms Account</u> you can view the verification task on the main landing page of the portal.

## Step 1: Download the Statement of Educational Purpose Verification Form

022 - 2023 Verification		
low is the list of items the Office of Financial Aid needs you to complete for the financial aid verification p juirements.	process. Click on any section to view the o	detailed list of
Additional Info: 2022-2023 Statement of Educational Pur	pose	Waive Task
You were selected for a process called verification by the Department of Education. You must verify cert Free Application for Federal Student Aid (FAFSA). In order to do so, download a copy of the Statement of	tain information you reported on the f Educational Purpose form.	
You have 3 options to submit this form:		
<ol> <li>If you are able to and the Office of Financial Aid is open, you may take this form to your campus Of in front of a financial aid administrator, making sure to also provide a valid government-issued pho 2. If you cannot appear in person at the Office of Financial Aid at your school, and you have access to form to them and complete it in front of the notary. Once the form is notarized, upload the notariz the valid government-issued photo ID that was presented to the notary, to the Statement of Educational Purpose task in this portal.</li> </ol>	ffice of Financial Aid and complete it oto ID; or of notary public you may bring the ted document, along with a copy of ational Purpose task in this portal; or a valid government-ssued photo ID	
If the notary uses a separate notary certificate from the one provided on the form, they must indicate	on the notary certif cate:	
<ul> <li>A description of the valid government-issued photo ID presented to the notary and</li> <li>A clear indication that the Statement of Educational Purpose was the document notarized</li> </ul>		
Please complete the form.		
O Download 2022-2023 Statement of Educational Purpose @	- V Download	

#### Step 2: After you have downloaded the form, you must:

• Confirm your First Name, Last Name, EMPLID, Email Address, Phone Number and Date of Birth

Sudent's Last Name	Student's First Name	MI	ID Number
AUGOINT & LOOT NOTING	Universities i liet mentre		its Huilinger
Student's Email Address	Student's Phone Number	ar	Student's Date of Birth
dentity Confirmation and Stater	ment of Educational Purpose is ONLY	to be complete	d in person at the
dentity Confirmation and Stater Institution (step 1) or in front of a	nent of Educational Purpose is <u>ONLY</u> a Notary (step 2).	to be complete	ed in person at the
dentity Confirmation and Stater nstitution (step 1) or in front of a he form is two pages and the o	nent of Educational Purpose is <u>ONLY</u> a Notary (step 2). riginal must be provided to the schoo	to be complete	d in person at the

#### How to Complete the Statement of Educational Purpose Verification Form



Step 3: Confirm your First Name, Last Name and EMPLID

<u>Step 4</u>: Print your full name, sign and date (typed signatures are not acceptable)

<u>Please Note</u>: You can complete the form in person in the presence of a notary and uploading the notarized documents along with all other required documentation; or

You can complete the form may take this form to the Hostos Community College Office of Financial Aid and complete it in front of a financial aid administrator, making sure to also provide a valid government-issued photo ID; or (only if you do not have the ability to do either of the above)

You may fill out the form and upload it with an unexpired valid government-issued photo ID

Student's First Name	MI	ID Number
statement appears on a separate	e page than the ld	entity and Statement of Edu
nent of Educational Purpose was the	document notarize	ed and
alid government-issued photo ID pre-	sented to the notary	/
Statement of Educationa	Purpose	
(Print Student's ) Int of Educational Purpose and that	Name) the Federal studen	t financial assistance I may rev
and to pay the cost of attending Bo	rough of Manhattar	Community College for 2022
(Date)		(Student's ID Number)
Aid Administrator's Signature)		(Date)
Notary's Certificate of K	nowledge	
City/County of		On
personally ap	peared,	
ame) tory evidence of identification		(Printed name of signer)
aned the foregoing instrument	(Type of governm	ent-issued photo ID provided)
and the integration internet.		
(Notary Signature)		(Date Commission Expin
ny of your unernirod valid ooyenem	ent-issued photo is	dentification (ID) acknowledge
	Student's First Name statement appears on a separate nent of Educational Purpose was the id government-issued photo ID pre Statement of Educational (Print Student's N (Print Student's	Student's First Name       M1         statement appears on a separate page than the ld         nent of Educational Purpose was the document notarization         idi government-issued photo ID presented to the notary         Statement of Educational Purpose         (Print Student's Name)         nt of Educational Purpose and that the Federal student         and to pay the cost of attending Borough of Manhattar         (Date)         Aid Administrator's Signature)         Notary's Certificate of Knowledge

#### How to Complete the Statement of Educational Purpose Verification Form



### Step 5: Return to the Statement of Educational Purpose Task and click on the Upload button

Additional Info: 2022-2023 Statement of Educational	Purpose
You were selected for a process called verification by the Department of Education. You must verif Free Application for Federal Student Aid (FAFSA). In order to do so, download a copy of the Statem	fy certain information you reported on the nent of Educational Purpose form.
You have 3 options to submit this form:	
1. If you are able to and the Office of Financial Aud is open, you may take this form to your camp in front of a financial aid administrator, making sure to also provide a valid government-issue 2. If you cannot appear in person at the Office of Financial Aid at your school, and you have acc form to them and complete it in front of the notary. Once the form is notarized, upload the n the valid government-issued photo ID that was presented to the notary, to the Statement of 3. If you do not have the ability to do either of the above, you may fill out the form and upload it to the Statement of Educational Purpose task in this portal.	ed photo ID; or ess to a notary public you may bring the otarized document, along with a copy of Educational Purpose task in this portal; or t with a valid government-issued photo ID
IT the notary uses a separate notary certificate from the one provided on the form, they must ind	licate on the notary certificate:
A description of the valid government-issued photo ID presented to the notary and     A clear indication that the Statement of Educational Purpose was the document notarized	
Please complete the form.	
<ul> <li>Download 2022-2023 Statement of Educational Purpose </li> </ul>	↓ Download

Step 6: Select the image or file you'd like to upload

Hint: save required documentation on your computer or any device prior to completing this task

<u>Step 7</u>: Preview what you've uploaded. If you need to upload additional images or files click Add Page(s), and if you don't, click No

\*Note: <u>Please ensure you upload a clear image or copy of your unexpired valid government-issued photo ID</u> along with page 1 & 2 of the Statement of Educational Purpose

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> 🚅 Pictures	Statement of Ed Purpose	Status Date modified      3/12/2022 11:34 AM	Type Microsoft Edg In Is S S C C Microsoft Edg N	ertain information you reported on the tof Educational Purpose form. Office of Financial Aid and complete it hoto ID; or to a notary public you may bring the rized document, along with a copy of ucational Purpose task in this portal; or th a valid government-issued photo ID
THE WORK	File name:	All files     Open	Cancel 4	te on the notary tentincate.



## <u>Step 8:</u> Click Submit if all images or files have been uploaded to complete the task. Then, click the Finish button to finalize your submission

information you reported on the Free Application fo copy of the Statement of Educational Purpose form.	y the Department of Education. Y or Federal Student Aid (FAFSA). In	ou must verify certain order to do so, download a
You have 3 options to submit this form:		
<ol> <li>If you are able to and the Office of Financial A Financial Aid and complete it in front of a final government-issued photo ID; or</li> <li>If you cannot appear in person at the Office of public you may bring the form to them and cou upload the notarized document, along with a c presented to the notary, to the Statement of 3. If you do not have the ability to do either of the government-issued photo ID to the Statement</li> </ol>	id is open, you may take this form ncial aid administrator, making su f Financial Aid at your school, and mplete it in front of the notary. Or copy of the valid government-issu Educational Purpose task in this p ne above, you may fill out the form t of Educational Purpose task in t	to your campus Office of re to also provide a valid you have access to a notary nee the form is notarized, ed photo ID that was ortal; or and upload it with a valid his nortal.
If the notary uses a separate notary certificate from	m the one provided on the form t	hey must indicate on the
notary certificate:		
<ul> <li>A description of the valid government-issued</li> <li>A clear indication that the Statement of Education</li> </ul>	photo ID presented to the notary ational Purpose was the documen	and t notarized
Note: Please complete the form.		
O Download 2022-2023 Statement of Educ	cational Purpose 🚱	<b>↓</b> Download
Opload 2022-2023 Statement of Educati	ional Purpose 😧	+ Add Page(s)
	Date Uploaded	
Filename		
Filename  Statement of Ed Purpose.pdf	03/12/2022	
Filename  Statement of Ed Purpose.pdf  MY ID.pdf	03/12/2022 03/12/2022	

\*\*\*After clicking the Finish button, your documents will be submitted for review. If you need to resubmit documentation and/or if additional documentation is needed, you would also receive a notification to the email address on file.

Please allow the Financial Aid Office few weeks of processing time.