How to Complete the Statement of Educational Purpose Verification Form
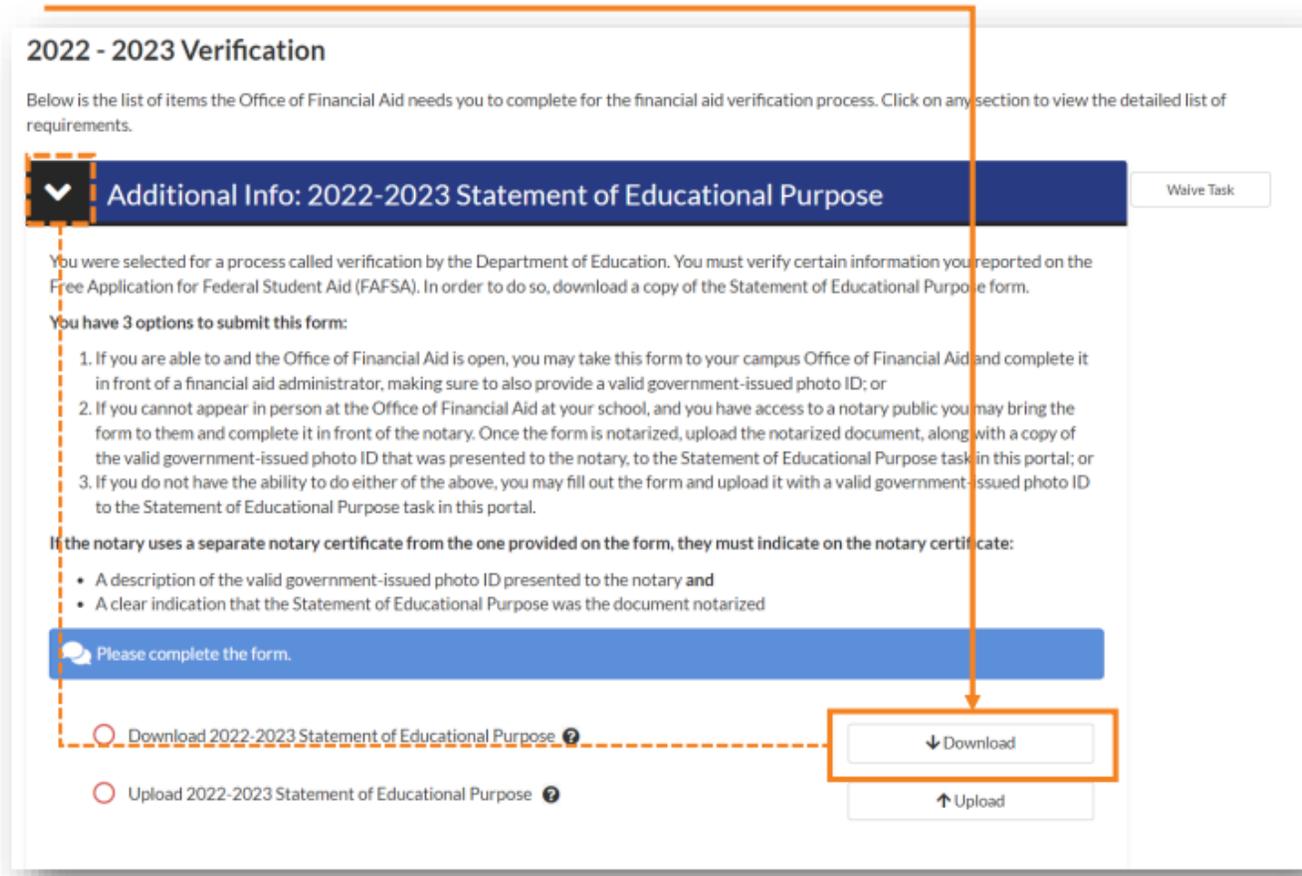
After successfully creating your CUNY Student Forms Account you can view the verification task on the main landing page of the portal.

Step 1: Download the Statement of Educational Purpose Verification Form

2022 - 2023 Verification

Below is the list of items the Office of Financial Aid needs you to complete for the financial aid verification process. Click on any section to view the detailed list of requirements.

Additional Info: 2022-2023 Statement of Educational Purpose   Waive Task

You were selected for a process called verification by the Department of Education. You must verify certain information you reported on the Free Application for Federal Student Aid (FAFSA). In order to do so, download a copy of the Statement of Educational Purpose form.

You have 3 options to submit this form:

1. If you are able to and the Office of Financial Aid is open, you may take this form to your campus 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
2. If you cannot appear in person at the Office of Financial Aid at your school, and you have access to a notary public you may bring the form to them and complete it in front of the notary. Once the form is notarized, upload the notarized document, along with a copy of the valid government-issued photo ID that was presented to the notary, to the Statement of Educational Purpose task in this portal; or
3. If you do not have the ability to do either of the above, you may fill out the form and upload it with a valid government-issued photo ID to the Statement of Educational Purpose task in this portal.

If the notary uses a separate notary certificate from the one provided on the form, they must indicate 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.

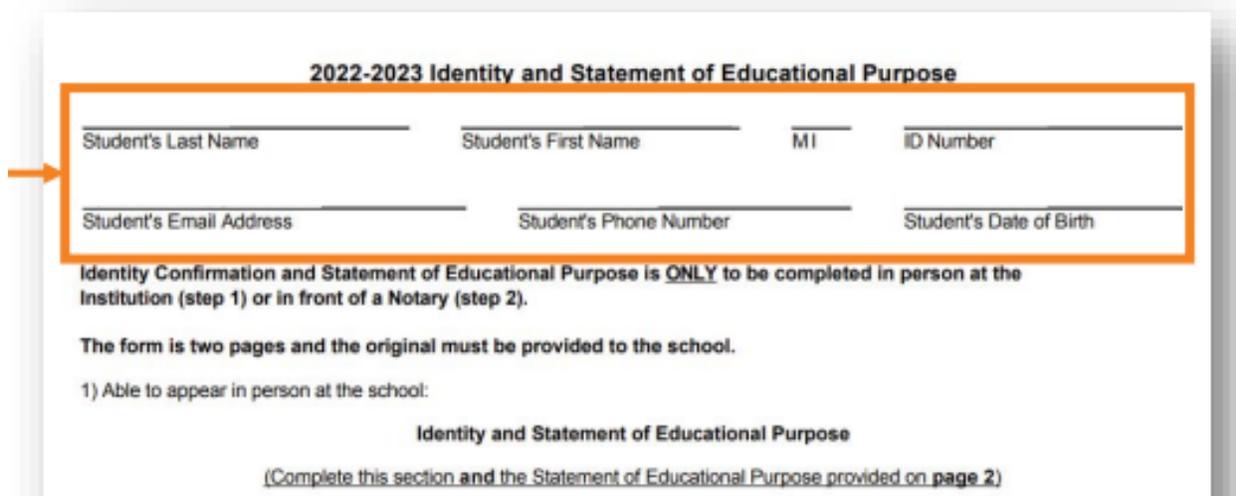○ Download 2022-2023 Statement of Educational Purpose ❓   ⭣ Download

○ Upload 2022-2023 Statement of Educational Purpose ❓   ⭡ Upload

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

2022-2023 Identity and Statement of Educational Purpose

Student's Last Name	Student's First Name	MI	ID Number
Student's Email Address	Student's Phone Number		Student's Date of Birth

Identity Confirmation and Statement of Educational Purpose is **ONLY** to be completed in person at the Institution (step 1) or in front of a Notary (step 2).

The form is two pages and the original must be provided to the school.

1) Able to appear in person at the school:

Identity and Statement of Educational Purpose

(Complete this section **and** the Statement of Educational Purpose provided on **page 2**)

1

<u>**Step 3**</u>: Confirm your First Name, Last Name and EMPLID
<u>**Step 4**</u>: Print your full name, sign and date (<u>typed signatures are not acceptable</u>)

<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

Step 3 →

Step 4 →

2022-2023 Identity and Statement of Educational Purpose

Student's Last Name   Student's First Name   MI   ID Number

Instruction to notary: If the notary statement appears on a separate page than the Identity and Statement of Educational Purpose, it must include:

1. a clear indication that the Statement of Educational Purpose was the document notarized *and*
2. a description of the unexpired valid government-issued photo ID presented to the notary

Statement of Educational Purpose

I certify that I, _____,
(Print Student's Name)
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 Borough of Manhattan Community College for 2022-2023.

_____   _____   _____
(Student's Signature)   (Date)   (Student's ID Number)

_____   _____
(Financial Aid Administrator's Signature)   (Date)

Notary's Certificate of Knowledge

State of _____ City/County of _____ On _____

before me, _____ personally appeared, _____,
(Notary's Name)   (Printed name of signer)
and proved to me on basis of satisfactory evidence of identification _____
(Type of government-issued photo ID provided)
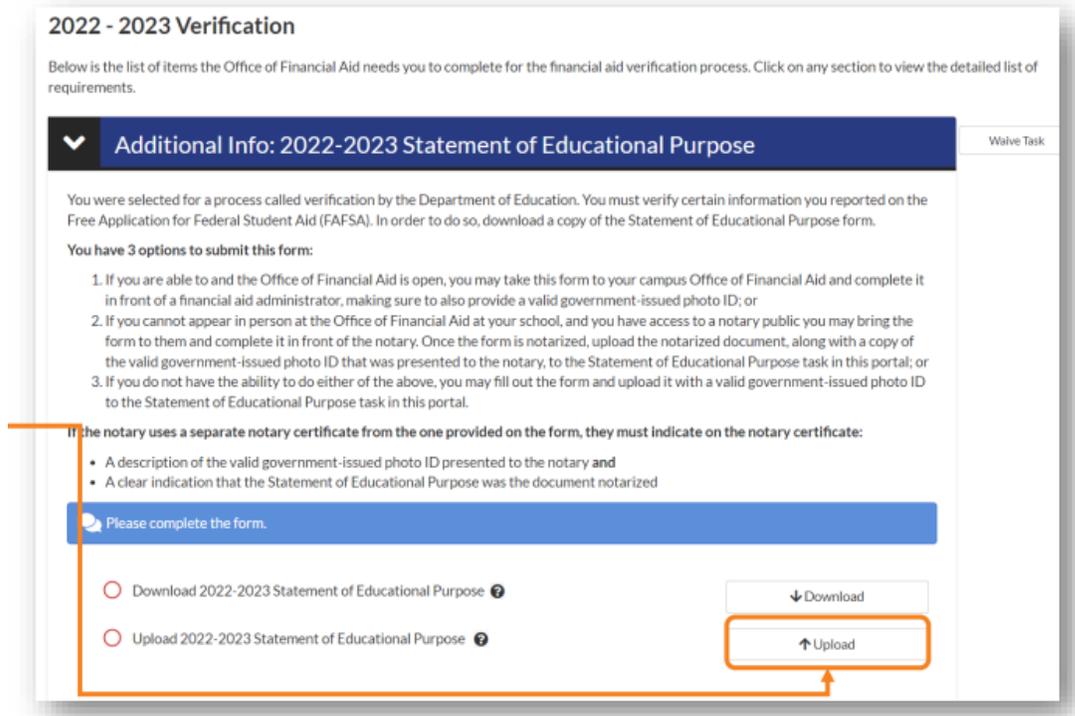to be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal _____   _____
(Notary Signature)   (Date Commission Expires)

(Seal)

Return this original form with the copy of your unexpired valid government-issued photo identification (ID) acknowledged in the notary statement to your school's financial aid office. You must return all pages of this document.

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
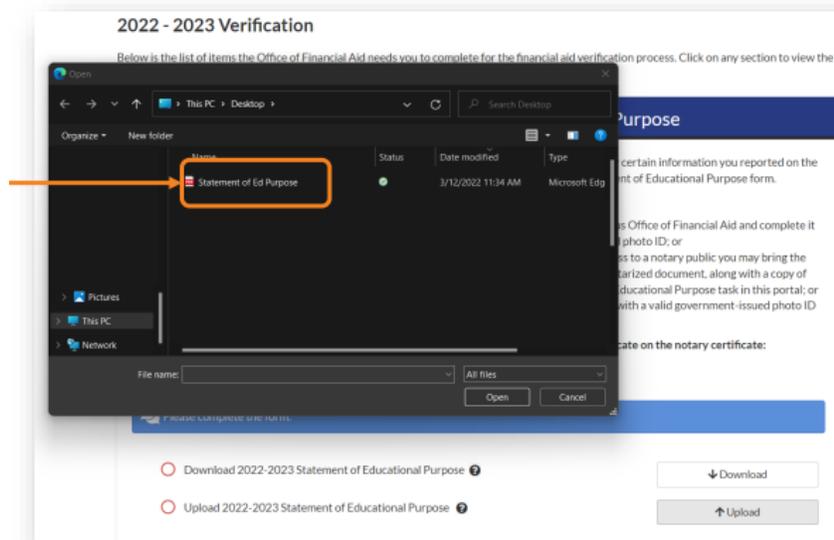

Step 6: Select the <u>image or file</u> you'd like to upload

Hint: save required documentation on your computer or any device prior to completing this task
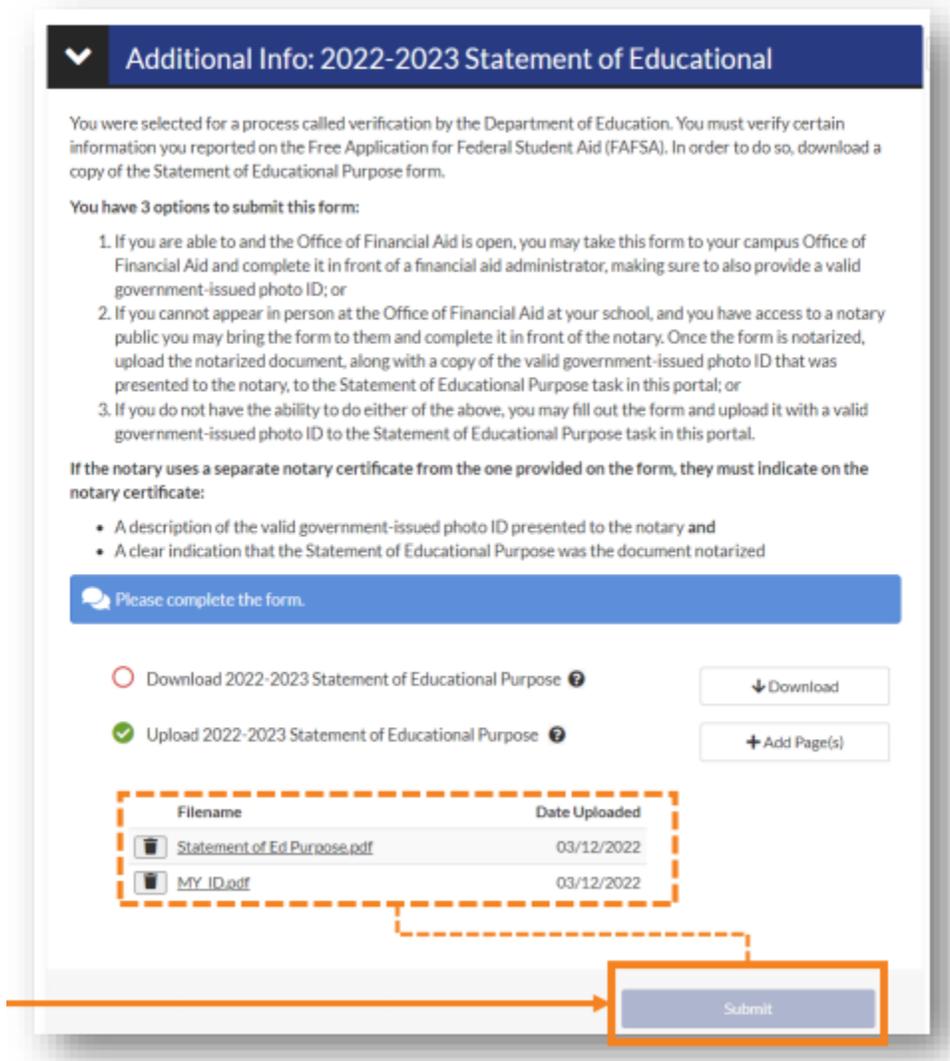
Step 7: Preview what you've uploaded. If you need to upload additional images or files click Add Page(s), and if you don't, click No

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

Hostos
Community College
Office of Financial Aid

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

***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.