



## Office of Student Financial Services

3800 Victory Parkway  
Cincinnati, OH 45207-5111  
Phone: (513) 745-3142

# 2024-2025 Identity & Statement of Educational Purpose

Your application for federal financial aid has been selected for review in a process called *verification*. Verification is the process used by the U.S. Department of Education to confirm that the data reported on your FAFSA form is accurate. Please review our website at [www.xavier.edu/verification](http://www.xavier.edu/verification) to learn more about this federal requirement. Financial aid offers for current/returning students will not be generated until verification is finalized. **Federal aid will not be disbursed for students who have not completed verification.** *Please provide the required verification documents by June 15.*

**INSTRUCTIONS:** Students must choose either Option A or Option B based on whether they are able to come to the Office of Student Financial Services in person.

### **Option A - Sign in Person at Xavier**

The student must appear in person at the Office of Student Financial Services at Xavier University to do the following:

1. Verify his or her 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 the student's 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 the student's ID.)
2. Sign the Statement of Educational Purpose on page 2 of this document in front of a member of the Office of Student Financial Services staff.

### **Option B - Sign in Front of a Notary**

If the student is unable to appear in person at the Office of Student Financial Services at Xavier University to verify his or her identity, the student must do the following:

1. Sign the Statement of Educational Purpose on page 2 of this document in front of a notary.
2. Make a copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement on page 2 of this worksheet, such as, but not limited to, a driver's license, other state-issued ID, or passport.
3. Submit page 2 of this document **AND** the copy of the photo ID to the Office of Student Financial Services at Xavier University by mail or in person to:

Office of Student Financial Services, Xavier University  
3800 Victory Pkwy  
Cincinnati, OH 45207-5111

*The Identity & Statement of Educational Purpose documentation cannot be accepted by email or fax.*

