

OnBase Student Verification Guide

1. Begin the verification process by logging into Student Self Service at this link using your Username and Password:

<https://students.kctcs.edu/>

2. Upon login, click the **Tasks** tile:



3.If selected for Verification you will have the following task. Click anywhere on the task to open the task details pane

Student Homepage | Tasks

To Do List (1)

**Click the task on the To Do List:
V1 Verification Worksheet**

Task	Due Date	Status
V1 Verification Worksheet-21		Initiated >

4.Once inside the Task Details section, read the entire section carefully, then go back and click the [blue text](#) to open a new tab and begin submitting the Verification Worksheet.

Task Details [X]

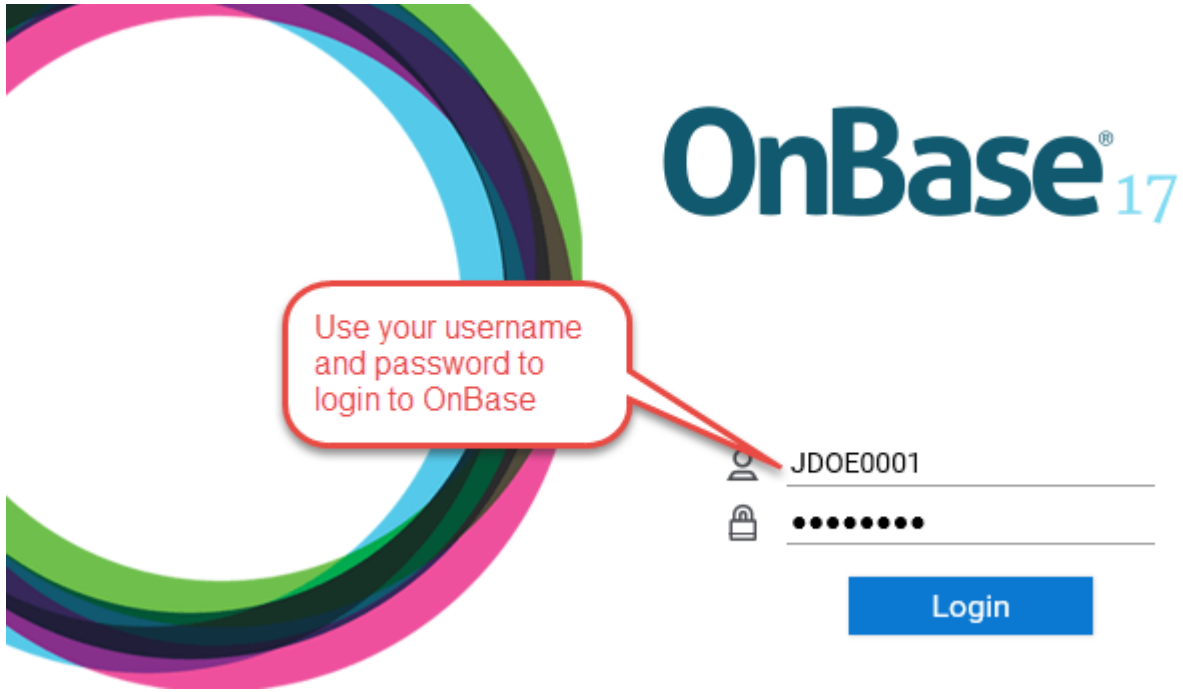
V1 Verification Worksheet-21

Click the link and follow the directions

Your FAFSA has been selected for review in a process called Verification. The law says that before awarding federal student aid, we must confirm the information you reported on your FAFSA. Please click on this [link](#) to access the verification worksheet and provide any additional required documents indicated while filling out the form. **Please use your KCTCS username and password to login but NOT your full email address. An example Username is JDOE0001.** In the email section of the form, make sure to **provide the email address you check frequently** as we will use this to contact you.

**For the best user experience and most compatibility across multiple devices, please use a personal computer and enable popups on your browser to complete this form.*

5. You will be presented with another login screen. Re-enter your username and password here. Note that your email address is NOT your username. Your username should be like JDOE0001.



6. Now read carefully and fill in the Verification Worksheet to match your situation.



Your 2020-2021 FAFSA was selected for review in a process called Verification. In this process, your school will be comparing information from your FAFSA with copies of your (and your spouse's if you are married, or your parents' if you are dependent) 2018 Year Federal tax transcript, and/or W-2 forms and/or other financial documents. Complete this verification worksheet and submit with other required documents as timely as possible to avoid a delay in processing your financial aid.

Student Information

Student ID *

Student Name *

Enter Email Address: Please provide the email address you want us to communicate with you through the verification process *

Street Address *

Confirm Email Address: *

City *

State *

Zip Code *

Phone Number *

Date of Birth: (mm/dd/yyyy) *

SSN (enter last 4 digits) *

Dependency Determination

The questions below will allow us to determine whose information we must verify, such as yours, your spouse's if you are married, or your parents'.

You should not update your marital status if your marital status changed after you signed and submitted your original FAFSA application. You should only change this item if you made a mistake in reporting your correct marital status on your original FAFSA application.

FAFSA Filing Date

Please specify your marital status at the time of filing the FAFSA: *

Do you have or will you have children who will receive more than half of their support from you, between July 1, 2020 and June 30, 2021? (Answer yes to the question if you are expecting to have a child within these dates as well.) *

Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30,

7. At the end of the first page make sure to check the box and click the Continue button to proceed to page 2:

Dependency Determination

The questions below will allow us to determine whose information we must verify, such as yours, your spouse's if you are married, or your parents'.

You should not update your marital status if your marital status changed after you signed and submitted your original FAFSA application. You should only change this item if you made a mistake in reporting your correct marital status on your original FAFSA application.

FAFSA Filing Date Please specify your marital status at the time of filing the FAFSA: *

10/02/2019

SINGLE

Do you have or will you have children who will receive more than half of their support from you, between July 1, 2020 and June 30, 2021? (Answer yes to the question if you are expecting to have a child within these dates as well.) *

NO

Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2021? *

NO

Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training? *

NO

Are you a veteran of the U.S. Armed Forces? *

NO

Please select any of the following situations that apply to you. These situations are less common. You may be asked to provide additional documentation to support your selections below. If none of these apply, please select "None".

- At any time since you turned age 13, were both your parents deceased, were you in foster care, or were you a dependent or ward of the court?
- As determined by a court in your state of legal residence, are you or were you an emancipated minor?
- Does someone other than your parent or stepparent have legal guardianship of you, as determined by a court in your state of legal residence?
- At any time on or after July 1, 2019, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?
- At any time on or after July 1, 2019, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?
- At any time on or after July 1, 2019, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?
- None

*** Some questions on page 1 are used to determine your dependency status, once you continue to page two, some of these answers will not be modifiable unless you create a new form. Please check your answers thoroughly before continuing.

PLEASE CHECK THIS BOX TO VERIFY THE FORM IS READY TO MOVE TO THE NEXT PAGE.

Continue

8. Continue filling out the questions on Page 2, then sign your worksheet by typing your full name. You can now provide any needed attachments. If attachments are needed but you cannot provide them now, they will need to be completed later via your To Do List in PeopleSoft Student Self Service. Verification cannot be completed until all requested documents have been received. Please check your PeopleSoft To Do List often for messages regarding important actions you may be required to perform.



GATEWAY COMMUNITY & TECHNICAL COLLEGE

Financial Aid Verification Form - 2020-2021

If you need to modify any of the information on Page 1, please begin a new form and discard the current form.

[Page 1](#) | [Page 2](#) | [Attachments](#)

Independent - ** If you do not have the requested document(s) at this time, you can still submit this form online. A new To-Do list item will appear in your student self-service within 48 hours. You can also provide these documents to your local financial aid office.

Have you filed taxes for 2018? *

YES

By typing your name below and clicking "Submit" you are providing consent to sign this document electronically.

By signing below, you certify that all of the information reported is complete and correct.

WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.

Student Signature: (Please Type Full Name) *

John Doe

Date: (mm/dd/yyyy) *

03/31/2020

If you have any documents to attach at this time, please continue to the attachments page. If you do not have any attachments at this time, please still submit the form.

[Continue to Attachments Page](#)

PLEASE CHECK THIS BOX TO VERIFY THE FORM IS READY TO SUBMIT *

If attachments are needed, they can be provided at the time of submitting your form. If not, they can be provided later via the "To Do List" section in PeopleSoft

*** If you attempt to submit the form without having answered every question, you will receive an error message. These incomplete items will be highlighted in red. Please check both Page 1 and Page 2 (using the tabs at the top of the form) for any highlighted fields that you still need to complete. ***

[Submit](#)

Optional Attachments Page. If not provided at the time of Verification Worksheet submission, any required attachments will be listed as To Do List items in your PeopleSoft Self Service.



GATEWAY COMMUNITY & TECHNICAL COLLEGE

Financial Aid Verification Form - 2020-2021

If you need to modify any of the information on Page 1, please begin a new form and discard the current form.

Page 1 | Page 2 | Attachments

Student Attachments

Please Provide Student IRS Tax Return Transcript. Contact the IRS at 1-800-908-9946 or go to their website at: <https://www.irs.gov/individuals/get-transcript> to obtain a 2018 IRS Tax Return Transcript/Verification of Non-filing letter.

FA Tax Return Transcript

Attach Acceptable Tax Return Data

Please use the button on the left to attach the student's 2018 IRS Tax Return Transcript or Tax Return form 1040 and Schedules 1, 2 & 3, if any of these schedules were filed. Form 1040 must be manually signed on the Sign Here line by one tax filer. Do not attach state tax returns.

** If you do not have the requested document(s) at this time, you should still submit this form online. A new To-Do list item will appear in your student self-service within 48 hours. You can also provide these documents to your local financial aid office.

[Return to Submit Form](#)

Dependent Students will receive an email at the address provided on Page 1 requiring you to print the email and complete the bottom section as indicated. Your parent must read the worksheet you submitted, then you and your parent must complete the parent signature form. Important: Upload the entire email signature page to us. The form you upload must contain the section that includes all the language beginning at Certifications and Signatures and must include the entire section that has been completed and signed IN INK by yourself and your parent. Failure to provide the required information will result in delays in processing your verification.

Certifications and Signatures:

Each person signing below certifies that all of the information reported is complete and accurate. The student and one parent whose information was reported on the FAFSA must sign and date in *black or blue ink*. *Electronic or typed signatures are not accepted.*

Parent certifies that he/she has read the Verification Worksheet submitted by the student and that the data contained in the worksheet is complete and accurate. If the information contained is not accurate, please [contact us](#) or stop by the local Financial Aid Office immediately.

WARNING: If you purposefully give misleading or false information you may be fined, be sent to prison, or both.

<i>Print Student's Name:</i>	
<i>Student's ID Number:</i>	
<i>Student's Signature:</i>	
<i>Date:</i>	
<i>Parent's Signature:</i>	
<i>Print Parent's Name:</i>	
<i>Date:</i>	

The form you upload must contain this entire section and it has to be completed and signed IN INK by yourself and your parent.

From: noreply@kctcs.edu
Sent: Tuesday, January 28, 2020 2:15 PM
To: (KCTCS)
Subject: Parent Signature Required on Financial Aid Verification Form

Dear Student,

We have received your Verification Worksheet for 2019-2020 and need additional information before our review can continue. A parent listed on your FAFSA needs to read the Verification Worksheet, **print this email**, and **sign it in black or blue ink to acknowledge the information on the worksheet is accurate**. You will then need to **upload** it in your Student Self-Service or **bring** it to your Financial Aid Office for assistance.

[Click here](#) to view the submitted Verification Worksheet. Note: this link is specific to your submitted form and you will need to login with your KCTCS username and password in order to access this private information. Never share your credentials with anyone as they will be able to access your personal data. Please be sure to review both pages of the form, you can navigate between the pages using the tabs at the top of the worksheet.

Page 1 | **Page 2**

If any of the information reported on the worksheet is *incorrect*, please [contact us](#) or stop by the local Financial Aid Office immediately. Our staff will be able to make a new verification form available in your student self-service account to allow you to submit the correct information.

- To Upload the printed and signed Parent Signature Document:
 1. Log in to Student Self-Service
 2. Choose the "Tasks" tile
 3. Click the "Parent Signature – VWS" To-Do list item to be provided

This section **must** be completed.

It needs to be signed and dated by the **Student** and the **Parent**.

Certifications and Signatures:

Each person signing below certifies that all of the information reported on the worksheet was reported on the FAFSA must sign and date in *black or blue ink*.

Parent certifies that he/she has read the Verification Worksheet submitted by the student and that the information on the worksheet is complete and accurate. If the information contained is not accurate, please [contact us](#) or stop by the local Financial Aid Office immediately.

WARNING: If you purposefully give misleading or false information you may be fined, be sent to prison, or both.

<i>Print Student's Name:</i>	
<i>Student's ID Number:</i>	
<i>Student's Signature:</i>	
<i>Date:</i>	
<i>Parent's Signature:</i>	
<i>Print Parent's Name:</i>	
<i>Date:</i>	