VERIFICATION PROCEDURES

Each Free Application for Federal Student Aid (FAFSA) undergoes an edit check process by the U.S Department of Education designed to identify conflicting information on the application. If conflicting information has been detected, applications are randomly selected to verify one or more of the following:

a.   Household income
b.   Household income tax paid
c.   Household size
d.   The number of household members attending a postsecondary educational institution enrolled at least half time (six credits)
e.   Certain untaxed income and benefits received
f.   Supplemental Nutrition Assistance Program (SNAP), *commonly known as Food Stamp*
g.   Child Support Paid
h.   High School Completion Status
i.   Identity Confirmation
j.   Statement of Educational Purpose

Your application has been selected for **_Verification_**. You must complete and submit the enclosed worksheet, and all other documents requested to the University of the Virgin Islands Financial Aid Office.

Submit all requested documents in a timely manner in order to have your financial aid award processed. **No financial aid award will be disbursed until verification is complete.**

Updating the FAFSA may be required at **www.fafsa.gov**; and, your financial aid award may be adjusted as a result of the Verification process.

Document Submission Options

Submit document(s) to the respective campus you plan to attend. Please refrain from sending partial documents and No email transmittal will be accepted.

- Mail via the U.S Postal Service
- Steps for the **Web Based Submission using Financial Aid Document Center/Portal Upload Button** at www.uvi.edu.
  1. Select the **Menu** or **Ellipsis** located at the top or header section of the UVI Website.
  2. Choose the downward arrow next to **Admission & Aid** then Select, Financial Aid
  3. Locate the **FINANCIAL AID DOCUMENT UPLOAD/PORTAL** button. Once selected, you will be redirected to a webpage that allows you to upload the documents.

Last Date(s) for Submission
Fall Term – December 5th
Spring Term – April 21st
Summer Term – June 20st

Anyone who intentionally makes false statements on a Federal Financial Aid application is violating the law and is subject to a fine or imprisonment or both.

Revised 1/27/2023