

Things to note

- ◆ **Do not email your documents** into our office, email documents will be rejected.
- ◆ Complete **ALL** the financial aid **TASKs** listed on your CUNYfirst “TO DO LIST”
- ◆ You must upload corresponding documents in an acceptable format
- ◆ All uploaded Documents must be legible
- ◆ **Self-Filed Tax Return** must be Wet signed before upload.
- ◆ Students who need to verify identity/statement of educational purpose will need to **submit documents in-person.**
- ◆ **Sign your USA passport or Certificate of Naturalization** before uploading them.

CHECKLIST

Complete and submit the Free Application for Federal Student Aid (FAFSA) at fafsa.gov

After you submit the FAFSA form, you should receive your Student Aid Report (SAR) within a few weeks. **Review your report, make any necessary corrections to your FAFSA.**

***The SAR report will also highlight if you have been selected for Verification.**

If selected for Verification, **carefully review this guide and complete/upload all necessary forms/documents.**

NYC-College Of Technology
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NYC-College Of
Technology
Office of Financial Aid

VERIFY YOUR FAFSA

VERIFICATION MADE
EASY



What does verification means

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What does Verification means?

Verification is the process by which the college reviews and documents the accuracy of the information provided by selected student applicants and their families on the federal aid application.

Type of Verifications?

A FAFSA filer can be selected for different types of verification, including related to finances, identity or statement of educational purposes:

V1—Standard Verification Group:

Students in this group must verify: Income, household size and number in college.

V4—Custom Verification Group:

Students must verify identity/statement of educational purpose.

V5—Aggregate Verification Group:

Students must verify identity in addition to the items in the Standard Verification Group (V1).

Note: Verification is not only limited to the groups mentioned above and in some cases other data listed on the Free Application for Federal Student Aid (FAFSA) may need to be verify.

How to Verify My FAFSA on Student Forms?

CUNY uses the Student Forms Portal to assist students that are selected for verification or have conflicting information from the submission of their FAFSA (Free Application for Federal Student Aid).

Below are the Guidelines to Access CUNY Student Forms Portal (to Create Account for First-Time User **MUST**):

Step 1: Log into your CUNYfirst Student Center.

Step 2: Click on “Verify My FAFSA” located on your To Do List (located within your Tasks and Holds in your Student Center Page)

Step 3: Click again on the “Verify My FAFSA” link to access CUNY Student Forms Portal.

***You must ensure the Academic Institution is New York City College of Technology.**

***Make sure your pop-up blockers are disabled, if a new window does not open after you click Verify My FAFSA to create an account.**

Step 4: You will be redirected to another webpage: cuny-nyt.studentforms.com, and after logging in **with your CUNYfirst login information**, you will be required to comply with the two -step authentication # where you will receive a verification code.

***Make sure you to check your Spam or Junk folder if you opt to receive your verification code via email.**

How to Verify My FAFSA on Student Forms Cont?

Step 5: After you have successfully entered the verification code, as a first-time user, you will be required to **create an account**.

***You must verify that your:** first name, last name, date of birth, and social security number matches exactly as it appears on your FAFSA.

What's Next?



- 1) Review your CUNYfirst “TO DO LIST”.
- 2) Check your NYCCT email daily.
- 3) Follow-Up with our office to confirm your verification status.
- 4) Submit additional documents request by our office in a timely manner.
- 5) Visit our website regularly for important deadline dates.

Student Forms FAQs

Here is the link for FAQs:

<https://www.citytech.cuny.edu/financial-aid/student-forms-faq.aspx>

&

<https://www.cuny.edu/financial-aid/student-forms/>