



**DODGE CITY**  
COMMUNITY COLLEGE

P: 620-227-9336  
F: 620-227-9277

E: [finaid@dc3.edu](mailto:finaid@dc3.edu)  
Attn: Financial Aid

2501 N. 14th Ave  
Dodge City, KS 67801

Submit your documents securely at: <https://liquidfiles.dc3.edu/filedrop/FinancialAid>

## 2020-2021 Verification Worksheet V4

### A. Student's Information:

XXX - XX -

\_\_\_\_\_  
Student's Last Name                      Student's First Name                      Student's M.I.

\_\_\_\_\_  
Student's SSN (last 4 only)

\_\_\_\_\_  
Student's Mailing Address (include apt. no.)

\_\_\_\_\_  
Student's Date of Birth

\_\_\_\_\_  
City    State    Zip Code

\_\_\_\_\_  
Student's Email Address

\_\_\_\_\_  
Student's Home Phone Number (include area code)

\_\_\_\_\_  
Student's Alternate or Cell Phone number

### B. High School Completion Status

You must submit documentation of high school completion or an equivalent along with this worksheet when the student begins college in 2020-2021.

**Check the box of the document you will attach to this worksheet:**

- A copy of the student's high school diploma.
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A State certificate or transcript received by a student after the student passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination).
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- For a student who was homeschooled in a State where State law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a student who was homeschooled in a State where State law does not require the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a transcript, or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting.
- A student who is unable to obtain the documentation listed above must contact the financial aid office.

**C. Documentation of Identity and Statement of Educational Purpose**

The student must appear in person at Dodge City Community College to 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.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

If the student is unable to appear in person at Dodge City Community College to verify his or her identity, the student must provide to the institution:

- (a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver’s license, other state-issued ID, or passport; and
- (b) The original Statement of Educational Purpose provided below, which must be notarized.

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational Purpose and that the  
 (Print Student’s Name)

Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Dodge City Community College for 2020–2021.

\_\_\_\_\_  
 (Student’s Signature and Date)

\_\_\_\_\_  
 (Financial Aid Administrator Signature and Date)

**Notary’s Certificate of Knowledge**

State of \_\_\_\_\_ City/County of \_\_\_\_\_ on \_\_\_\_\_

before me, \_\_\_\_\_ personally appeared, \_\_\_\_\_  
 (Notary’s Name) (printed name of signer)

And provided 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)

Submit your documents securely at: <https://liquidfiles.dc3.edu/filedrop/FinancialAid>

**Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to Dodge City Community College. You should make a copy of this worksheet for your records.**