

Verification

The Department of Education or California College of the Arts may select a student's FAFSA for a process called Verification. Depending on the verification category, selected students may be required to submit income information, family size, proof of identity, and/or proof of high school completion to CCA's Financial Aid Office who is required to verify accuracy of that information on the FAFSA. **Federal and state financial aid funds are not awarded until the verification process is complete.**

How to know if your FAFSA has been selected for Verification

- Your [Student Aid Report](#) (SAR) might contain a note indicating that you've been selected for verification. You will receive the SAR at the email address provided on the FAFSA, 3-5 days after completion. If no email address is provided, you will receive a SAR by mail in a few weeks.
- Check your [Workday](#) in-box for any missing action items.

Why do some FAFSAs get selected for Verification?

- Each institution that receives federal student aid funds is required to verify at least 30% of students.
- Some FAFSAs are selected randomly by the department of education.
- Some FAFSAs are selected by the Department of Education or CCA, because of inconsistent information within the application.
- If the FAFSA contains incomplete data/unanswered questions, it may be selected for Verification.
- When estimated data is used on the application, it may be selected for Verification.

Required Verification documents for *Dependent* Students

You may be required to submit one or more of the following documents to complete the verification process:

- A signed copy of your (and your spouse's, if applicable) Federal Tax Return (1040/1040A/1040EZ) from two calendar years prior. If you no longer have a copy of your tax return, you can request an [IRS Tax Return Transcript](#).
- A signed copy of your parents' Federal Tax Return (1040/1040A/1040EZ) from two calendar years prior. If they no longer have a copy of their tax return, they can request an [IRS Tax Return Transcript](#).
- All of your W-2 forms from two calendar years prior.
- All of your parents' W-2 forms from two calendar years prior.
- If your parents are self-employed, the Schedule C from their IRS 1040 tax form from two calendar years prior.
- Untaxed income – examples include child support, veteran's non-education benefits, and payments to tax-deferred pension and savings plans.
- A verification worksheet available from our [Forms](#) page.

- Any other documents, as requested by the CCA Financial Aid Office.

Required Verification documents for *Independent* Students

You may be required to submit one or more of the following documents to complete the verification process:

- A signed copy of your (and your spouse's, if applicable) Federal Tax Return (1040/1040A/1040EZ) from two calendar years prior. If you no longer have a copy of your tax return, you can request an [IRS Tax Return Transcript](#).
- All of your (and your spouse's, if applicable) W-2 forms from two calendar years prior.
- If you (or your spouse) are self-employed, the Schedule C from your IRS 1040 tax form(s) from two calendar years prior.
- Untaxed income – examples include child support, veteran's non-education benefits, and payments to tax-deferred pension and savings plans.
- A verification worksheet available from our [Forms](#) page.
- Any other documents, as requested by the CCA Financial Aid Office.

Other important information about the verification process

- Verification documents should be submitted within 3 weeks of initial notification by CCA.
- Students are encouraged to [book an appointment](#) with the Financial Aid Office with questions about the verification process.
- Data is checked against the [Internal Revenue Service](#), [Social Security Administration](#), [Immigration and Naturalization Service](#), [Veterans Administration](#), and [Selective Service System](#) to ensure that individual status and benefits are being reported correctly.