



State University of New York College of  
**Environmental Science and Forestry**

Dear SUNY ESF Student:

Your application for financial aid (FAFSA) has been selected for a process called verification. Your prompt attention is essential and appreciated - **no federal aid will be disbursed or appear on your billing statement until this process is completed.**

**2024-2025 Federal Verification of FAFSA Information**

**What is Verification?** Verification is a federal financial aid requirement in which the Federal Central Processing System (CPS) randomly selects Free Application for Federal Student Aid (FAFSA) applicants for verification (which will be noted on your "Student Aid Report" or "SAR"). **All requested documents should be submitted in full by June 30, 2024 or three weeks from the date of this letter, whichever is later.** Once the required documentation is received, the self-reported information on the FAFSA will be compared to the data on the IRS Tax Return and other financial documents. If any mistakes are found on the FAFSA the school will make the necessary corrections on your behalf.

**What documents are needed for Verification?** Dependent students who are selected for verification will need to complete the following steps:

1. Students - verify identity and sign statement of educational purpose.
2. Students and parents must fully complete and submit the included verification worksheet. The worksheet instructions will provide guidance on completing each requirement. Please be sure to read all instructions carefully and only complete required sections as indicated.

**How should documentation be submitted?** All documentation should be submitted to:

SUNY ESF Office of Financial Aid  
113 Bray Hall  
1 Forestry Drive  
Syracuse, NY 13210  
(315) 470-6670  
(315) 470-4734 (Fax)

Please do not e-mail any confidential information. You may also submit documentation using the document upload function available through the student's login to the MyESF portal – <http://myesf.esf.edu>.

Thank you for your prompt attention to this matter. Should you have any questions, please call us at 315-470-6670 or e-mail us at [finaid@esf.edu](mailto:finaid@esf.edu).

Sincerely,

A handwritten signature in black ink, appearing to read "Mark J. Hill".

Mark J. Hill  
Director of Financial Aid

Your application for federal student aid (FAFSA) was selected by the U.S. Department of Education for a process called verification. Please complete this worksheet entirely and return it to the Office of Financial Aid along with all required documentation. Documentation may be submitted using postal mail or fax with the contact information above, or through the student's account on the secure MyESF portal at <http://myesf.esf.edu>. Please do not e-mail any verification information.

### Student Information Section

Last		First		MI	SSN – Last 4 Digits
Address					Date of Birth
City		State	ZIP	Phone Number	

### Identity and Statement of Educational Purpose Section

The student must appear in person at SUNY ESF 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.

#### Statement of Educational Purpose

I certify that I \_\_\_\_\_ am the individual signing this *Statement of Educational Purpose* and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending SUNY ESF for 2024-2025.

Student's Signature	Date
Student's ID Number	

## Signatures and Certification Section

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Each person signing this worksheet certifies that all the information reported on it is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date. If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

**IMPORTANT NOTE – “WET” SIGNATURES ARE REQUIRED. DO NOT TYPE NAMES, USE IMAGES, MOUSE/TOUCHPAD DRAW SIGNATURES, ETC.**

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Student Signature

Date

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Parent Signature

Date

### Reminders:

- Do not e-mail any verification material. You may submit using postal mail, fax, or the upload function available in the financial aid section of the student’s account on the MyESF portal.
- Remember that the student and one parent whose information is provided on the FAFSA must sign the verification worksheet.
- Remember that the Statement of Education Purpose Section must be done in-person.
- You must bring an original unexpired, valid, government issued photo ID.