

THE NEW YORK SEMINARY

FEDERAL VERIFICATION PROCEDURES 2023-2024

To be distributed to students selected for federal verification.

Your Institutional Student Information Record (ISIR) has been selected for federal verification. This means that you must provide additional information to the financial aid office in order for us to continue processing any federal financial aid for you. You must submit the required information in a timely manner. Failure to provide this information will make it impossible for you to receive federal financial aid. Please read the following procedures carefully. Feel free to contact the Financial Aid Administrator, Mrs. Esther Martin at 718-298-2600, or come into the office if you have any questions.

If your application was flagged with Verification Tracking Group V1 or V5, you must complete the Verification Worksheet and submit your Tax Return/IRS Tax Transcript as applicable.

The verification must be completed and a valid ISIR must be received by the institution no later than 120 days after the student's last date of enrollment for the 2023–2024 award year or September 21, 2024, whichever is earlier.

If your application was flagged with Verification Tracking Group V4 or V5, you must appear in person with your government issued photo ID, at The New York Seminary to complete the section for Documentation of Identity.

If you cannot appear in person at the school, you must go to a notary public and sign the Statement of Educational Purpose. You must then submit the statement, a certification from the notary that you appeared before them with a valid ID confirming your identity, and a copy of that ID.

Identity verification results must be submitted to the Department of Education no later than 60 days following the institution's first request to the student to submit the documentation.

After all documentation is received, the financial aid office will review it. If there is any inconsistent information, you will be called by the financial aid office to explain the inconsistency and/or resolve it with further documentation.

We urge you to complete and submit all verification paperwork as soon as possible. If you do not provide the required documents by the deadlines listed above, your federal awards for 2023-2024 will not be processed and you will not receive those awards.