ALMA COLLEGE

VERIFICATION GUIDE 2027-2028

Notice: By law, the Financial Aid Office is required to provide students with information regarding the verification process. This document is for informational purposes and is intended to be used as a resource to guide you through the verification process. You will have the ability to access this guide online until you have completed the verification process by satisfying any incomplete requirements and important messages regarding your financial aid.

What is verification?

Verification is the process by which schools review student financial aid files for accuracy. This is done by collecting the documents used to complete the Free Application for Federal Student Aid (FAFSA) and comparing them with the answers reported on the FAFSA. Students are selected for this process by the federal government or by the schools they are planning to attend.

Who is selected for verification?

Approximately 30% of all financial aid applicants are selected by the federal government for verification. Alma College further selects additional financial aid files for this process. Students are selected at random, if their FAFSA appears to have inconsistent information, or if they used estimated tax information to complete their FAFSA.

What are the steps and documents needed to complete verification?

Step 1: Fill Out the Verification Worksheet

- ✓ Family size (as defined by FAFSA)
- ✓ Number of family members in college
- ✓ Income earned from work

Step 2: Submit the 2025 IRS Tax Return Transcript or a signed copy of 2025 1040 Form (with Schedules 1, 2, & 3)

Step 3: Submit all W2 Forms for student and parent(s)

Step 4: Submit Additional Documentation – Review your Missing Information Letter for information needed specific to your status.

What is the verification process?

Students can expect to receive notification that they have been selected for verification within 10 to 14 business days after the FAFSA is received by the school. Missing Information Letters will be sent to those students who have been selected requesting documents needed. After all requested information is submitted to the Financial Aid Office, the student's file will be reviewed. If we have further questions, the student will be contacted for additional clarification and the student must respond to the requests. *Failing to do so will result in an incomplete file, which will delay the completion of your financial aid package and may lessen your aid opportunities.* If corrections need to be made to your FAFSA, the Financial Aid Office will make them on your behalf. The Central Processing System (FAFSA processor) will notify you of the changes via the email you provided on the FAFSA or U.S. mail if no email address was indicated.

How long does the process take?

Depending on the time of year, the verification review process can take up to 20 business days from the time the Financial Aid Office receives all requested required documents. The process can take longer if additional documentation is required. Individuals who file their taxes later in the year are not excused from the verification process.

File FAFSA → Receive Missing Information Letter → Submit Verification Docmentation to Alma College → Verification Completed and Corrections Submitted → **OFFER LETTER SENT!**

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If my file is being verified, when will I receive my offer letter?

Receipt of your offer letter will vary depending if you are an incoming (new) student or returning (continuing) student. Alma College begins to generate financial aid packages for new students in early December/January of each year, assuming your financial aid file is complete. Once your verification documents are reviewed and all conflicting data resolved, you should receive a financial aid offer within two weeks via U.S. mail. Any subsequent award changes will be emailed to you in a notice and will be reflected on your Alma student portal. The Financial Aid Office generally does not begin packaging returning students until late April of each year. Once your verification documents are reviewed and all conflicting data is resolved, the Financial Aid Office will update your Alma student portal with your financial aid offer.

Verification Deadlines and Timelines.

Verification deadlines differ based on your term(s) of enrollment. *Note: In order to receive full consideration and disbursement of financial aid, you MUST complete the verification process prior to the end of the academic term.*

Terms of Enrollment	Deadline
Full Year (or Fall Only)	December 12th
Winter Only	April 19th

How do I obtain my 2025 tax information?

1. Submit the 2025 **IRS Tax Return Transcript**
   a. By Phone: **1-800-908-9946**
   b. Online: **https://www.irs.gov/Individuals/Get-Transcript**
   c. By Fax/Mail: fill out Form **4506T-EZ**

2. Provide a copy of 2025 1040 IRS Form and Schedules 1,2,&3 - **MUST BE SIGNED AND DATED**

→ UPLOAD YOUR DOCUMENTS TO ALMA COLLEGE: alma.edu/fadocupload

Verification Tips and Checklist:

- ✓ Observe verification deadlines
- ✓ Complete all sections of the verification worksheet
- ✓ Sign/date the verification worksheet (both student and parent)
- ✓ Include student name and ID number on **every** form
- ✓ Keep copies of all documents you submit
- ✓ Submit all documents as soon as possible to receive full consideration of financial aid

******Participation in the verification process is not optional.*** *If the student does not submit the requested documentation, the student will not be eligible to receive federal or institutional need-based financial aid. Alma College reserves the right to collect additional information from you and/or your parents should the verification process result in questions regarding your financial aid application. Please let the Financial Aid Office know if you plan on **not** completing the process and therefore, forfeiting financial aid eligibility.**

Additional Questions?

Contact the Financial Aid Office at 989-463-7168 or by email at finaid@alma.edu.

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