



SEATTLE UNIVERSITY

School of Law

Student Financial Services
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Dear Student:

You have been selected to verify the information reported on your 2011-2012 Free Application for Federal Student Aid (FAFSA). Each year, the U. S. Department of Education selects approximately 30% of financial aid applicants for the verification process. The documentation necessary to verify your application is indicated below. Enclosed you will find a Verification Worksheet.

Please provide the requested information within 30 days to ensure that your financial aid award can be finalized before the start of the academic year. ***Failure to complete the verification process will significantly delay or may result in the cancellation of a financial aid award.***

Entering students: If you receive an Award Letter prior to being verified, it is a tentative award and your financial aid may change due to the verification process. If so, we will notify you as soon as possible.

Continuing students: All verification items must be submitted prior to file evaluation and the awarding of financial aid.

Please submit the following items:

- ✓ **A signed and dated copy of your (& your spouse's) 2010 IRS Form 1040, 1040A, 1040EZ, Puerto Rican tax return, or foreign tax return.** If you did not keep a copy of the tax return, request a copy from your tax preparer or a copy of an Internal Revenue Service form that lists tax account information.
- ✓ **Copies of all attachments and schedules associated with your 2010 Federal Tax Return.**
- ✓ **Copies of all W-2s.** If you did not keep a copy of your W-2s, request a copy from your employer(s).
- ✓ **Completed, signed and dated Verification Worksheet (enclosed).**

Note: You may be requested to provide additional information at a later date.

Thank you for your prompt attention to this matter. If you have any questions, please contact our office and we will be happy to assist you.