



VERIFICATION FREQUENTLY ASKED QUESTIONS

Question: What is verification?

Answer: Verification is the process of confirming the information you provided on the Free Application for Federal Student Aid (FAFSA®). The purpose of verification is to ensure you are not over or under awarded with financial aid.

Question: Why was I selected?

Answer: Generally, one out of every three students will be selected for the verification process. Most students will be randomly selected while others will be selected if there are any inconsistencies on their FAFSA application.

Question: What happens if I do not submit the requested documents?

Answer: Completing the verification process is required for students to receive federal and state financial aid. Delaying this process may delay the disbursement of those funds, and failure to complete this process may result in the funds not being disbursed at all. If you plan on utilizing federal and state financial aid, it is important that you submit the requested documentation as soon as possible.

Question: How do I find my requested documents?

Answer: Step 1: Log in to the **Student Portal** at my.chamberlain.edu.

Step 2: Click or tap on **Messages** right below the **Main Navigation**

Step 3: On the **Messages** page, a list of documents and announcements will be presented. To view the status of each document, click or tap on the arrow to the left of the document

To access PDF versions of the forms, visit chamberlain.edu/formslibrary

Question: How do I submit my tax information?

Answer: If you will not be filing taxes, please follow the instructions in the Tax Filing Status section(s) of the Verification Worksheet. If you have filed your taxes, please follow the steps below:

You have two options to request your tax transcripts:

Option 1: Visit irs.gov/Individuals/Get-Transcript.

- Click or tap **Get Transcript By Mail** and complete all required fields.
- Click or tap **Get Transcript Online**. You will need to register to use this service if you have not already created an account.

Option 2: Contact the IRS via telephone at **800.908.9946**. Follow the appropriate prompts to order a copy of your tax transcript

Visit the IRS' help page:

irs.gov/individuals/irs-offers-help-to-students-families-to-get-tax-information-for-student-financial-aid-applications

if you need more details on requesting your tax transcripts for financial aid purposes. Once you receive your tax transcripts from the IRS, remember to submit them to your student support advisor.