



SUNY Downstate Medical Center

Verification Information

Dear Aid Applicant:

Due to the federal government's random one-third process, or because of the answers provided on your 2008-2009 Free Application for Federal Student Aid (FAFSA), you have been selected to undergo the process of verification. This means that before you may receive aid, you are required to supply our office with written documentation to support many of your answers. Yes, even to apply for just a loan or a work-study job. Understand that should the documents you present necessitate a correction of any answer(s) on your FAFSA, your aid eligibility may be subject to recalculation and previous award types and amounts could change.

According to your dependency status, the type of aid desired, and the type of federal income tax return that you and/or your family (spouse and/or your parents) are eligible to file, the completion of the verification process may be either fairly simple, or tedious and time-consuming. Your patient cooperation is appreciated.

All selected applicants must remit a completed Verification Worksheet appropriate to their situation to the Office of Student Financial Aid, along with the following:

Eligible IRS 1040A/1040EZ/1040 Telefile filers:

- 1) Signed copy of student (and spouse)/parents' 2007 federal income tax return*

IRS 1040 (Long form) filers:

- 1) Signed copy of student (and spouse)/parents' 2007 federal income tax return*

Deadline: The verification documents MUST be submitted at least 10 days prior to the first day of classes. The Financial Aid Office will not process your loans & aid, and allow the aid for bill clearance until the verification process is complete. Failure to complete this process may delay the processing of your financial aid. This process must also be completed at least 2 weeks before the end of the 2008-09 academic Year to process your aid.

Corrections/Changes: If corrections of your student aid data are necessary the school will submit those necessary corrections via Central Processing System (CPS) on-line. When those corrections are received if changes in your aid result from those corrections the office will notify you within 2 weeks by revised award letter of those changes.

The prompt submission of all required forms and documents is requested, to avoid undesired delays in the processing of your financial aid application. Unsigned or illegible copies may be returned to you as unacceptable. Due to the volume of applications received during peak processing periods, please allow approximately three weeks for the completion of your verification by the Office of Student Financial Aid.

Thank you.

*You may be asked to supply our office with an IRS-certified copy of any remitted income tax return which appears dubious in content and/or format.

**The Financial Aid Office
450 Clarkson Ave Box 110
Brooklyn, NY 11203
(718) 270-2488**