



# Milwaukee School of Engineering

## Verification Instructions & FAQ

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### Why am I receiving this notification?

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for a review process called "Verification." MSOE is required by the Department of Education to review the requested information under the financial aid program rules (34 CFR, Part 668).

### What is Verification?

Verification is a process which requires the school to collect additional documentation in order to review data reported on your FAFSA and confirm all figures were reported accurately.

- **For New Students:** The letter you received is a preliminary offer prior to the completion of Verification. Completion of the process and any changes made to your FAFSA **may** impact your financial aid.
- **For Current Students:** The Verification process **must** be completed prior to receiving your financial aid offer. Your financial aid will not be processed until Verification is completed.

### What do I need to do?

We ask that you carefully read over the list of requested documents on your missing information letter, submit them to our office, and respond to any follow up requests we may have. Our requests for documentation will be sent by the following methods:

- **For New Students:** The primary communication method will be through mail. Once you are registered for classes, the Financial Aid Office will communicate to you through your MSOE email.
- **For Current Students:** Primary communication will be sent to your MSOE email address. We ask that you frequently check this inbox for any notifications from our office.

We encourage you to reach out to our office if you have any questions as you go through the process or are experiencing difficulties obtaining any requested documentation.

Documents typically requested include but are not limited to:

**MSOE 2023 – 2024 Verification Worksheet**

**MSOE 2023 – 2024 Identity and Educational Purpose Statement**

**Parent 2021 Tax Return Transcript**

**Student 2021 Tax Return Transcript**

Please note that the IRS Data Retrieval Tool via the FAFSA may satisfy the requirements for submitting tax information. If you are unable to obtain a tax return transcript, you may submit a 2021 Signed 1040 Tax Form with appropriate schedules. Please only submit documents that are requested on your missing information letter or preliminary offer, or that are requested while filling out the Verification Worksheet.



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### **How do I submit the Verification documents to MSOE?**

You can drop off or mail in documents to the Financial Aid Office.

MSOE Financial Aid Office  
1025 N. Broadway  
Milwaukee, WI 53202

Financial Aid Office is located  
in the Campus Center, Room 431

Please do not **electronically send** us sensitive documents without first taking the proper steps to black out and secure sensitive information. Files can also be submitted to our secure document upload at [msoe.edu/finaid](https://msoe.edu/finaid).

### **How long will the Verification process take?**

Upon receipt of all documents, MSOE will review and submit corrections to the Department of Education electronically if necessary. This process generally takes 1-2 weeks\*. Please note that MSOE may request additional information, which may extend the timeframe of this process.

\*During peak times of the school year, processing times might be extended to 2-3 weeks.

### **When is the Verification deadline?**

MSOE encourages you to submit Verification documentation to us within 15 business days of our request. **Our priority deadline is July 1<sup>st</sup>, 2023** in order to process your aid prior to the start of the fall quarter.

**Failure to submit the documents by June 30<sup>th</sup>, 2024 or before ceasing enrollment in an academic year may render your Direct Loan, State, and Campus-Based Funding unable to be disbursed.**

### **What happens when the process is complete?**

MSOE will send your Financial Aid Offer via mail (if a new student) or MSOE email (if current student). If there was a change to your FAFSA or EFC, you will receive an electronic notice of corrections from the Department of Education.

### **What are the consequences of not completing Verification?**

MSOE cannot apply your financial aid to your student account until this process is completed. Additionally, you may not be able to register for the upcoming terms, as registration holds are applied if you have a balance on your student account.

### **Can I still attend classes even though I'm still in the process?**

Yes. MSOE will not remove you from classes during the Verification process or if you have a balance on your account. As stated above, you may not be able to register for upcoming terms as a result of any balances left on your student account. We encourage you to reach out to our office if you have any questions as you go through the process or are experiencing difficulties obtaining any requested documentation.

Email: [finaid@msoe.edu](mailto:finaid@msoe.edu)

Phone: (414) 277-7223

Fax: (414) 277-6952