

Milwaukee School of Engineering

Verification Instructions & FAQ

Why am I receiving this notification?

Your 2019-2020 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 award letter you received is a preliminary award offer prior to the completion of Verification. Completion of the process and any changes made to your FAFSA *may* impact your financial aid award.
- **For Current Students:** The Verification process *must* be completed prior to receiving your financial aid award offer. Your financial aid will not be awarded until the process is completed.

What do I need to do?

We ask that you carefully read over the list of requested documents, 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.

How do I submit the Verification documents to MSOE?

You can drop off, mail, or fax in documents to the Financial Aid Office. Please use the following information to do so:

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

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

Fax: (414) 277-6952

Please note that the MSOE Financial Aid Office does not recommend sending documents via email. If you choose to send document to us with Personally Identifiable Information (i.e. Social Security Number, Alien Registration Number, Date of Birth), we suggest that you take several steps to secure your data. SSN should be redacted/blackened out and the message you are sending should be encrypted.

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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 or forms during this review process, which may extend the timeframe of this process.

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 1st, 2019** in order to process your aid prior to the start of the fall quarter.

Failure to submit the documents by June 30th, 2020 or within 90 days of leaving MSOE will render your aid unable to be disbursed.

What happens when the process is complete?

MSOE will send your Financial Aid Award Offer via mail (if a new student) or MSOE email (if current student).

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 Winter and Spring 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.

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

Phone: (414) 277-7223

Fax: (414) 277-6952