

Financial Aid Verification Process

The federal government randomly selects certain federal student aid applicants for a process called verification. An aid applicant whose Free Application for Federal Student Aid (FAFSA) is selected for verification will be required to provide additional documentation to the Rush University Office of Student Financial Aid (RUOSFA). These additional documents may require the RUOSFA to make corrections to the student's aid application with the federal government. In most cases, these corrections will be made by financial aid personnel directly. Otherwise, students will be notified in writing (via email) if they are required to make a correction to their financial aid application.

Submission of these additional items is not optional for students who are selected for verification. The financial aid application cannot be processed until all required items are received.

If the student's financial aid application is selected for verification, they will receive an email communication from the RUOSFA. That message will request the following documents:

1. Dependent or Independent Verification Worksheet for the appropriate academic year
2. Documentation for IRS income-related questions for the student (and the student's spouse, as applicable.)
Acceptable documentation includes:
 - Information obtained from the IRS using the Department's IRS Data Retrieval Process via <http://www.fafsa.ed.gov> (if that information has not been changed after it was initially transferred to the FAFSA) OR
 - Federal tax transcript* from the IRS for the appropriate calendar year for the student (and the student's spouse, as applicable)
3. IRS W-2 forms from each employer for the appropriate calendar year for the student (and the student's spouse, as applicable)
4. For dependent undergraduate students, documentation for IRS income-related questions for the student's parent(s). Acceptable documentation includes:
 - Information obtained from the IRS using the Department's IRS Data Retrieval Process via <http://www.fafsa.ed.gov> (if that information has not been changed after it was initially transferred to the FAFSA) OR
 - Federal tax transcript* from the IRS for the appropriate calendar year for the parent(s) of the student
5. For dependent undergraduate students, IRS W-2 forms from each employer for the appropriate calendar year for the student's parent(s)
6. Additional items, as requested

If a person who is required to provide documentation for IRS income-related questions has amended their federal tax return for the year in question, both an IRS tax transcript and an IRS tax account transcript are required.

All required items must be submitted in time for an award to be made for the academic year. The RUOSFA cannot guarantee that assistance will be available for an academic term if required items are received less than two weeks before the end of that same academic term. Students will be notified in writing (via email) if changes to their financial aid awards are required as a result of the verification process. This notification will occur within five business days of the correction.

*To obtain an IRS tax transcript, go to <http://www.irs.gov> and click on the "Order a Return or Account Transcript" link, or call (800) 908-9946. Make sure to request the "IRS tax transcript" and not the "IRS tax account transcript." You will need your Social Security Number, date of birth, and the address on file with the IRS. It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you are married and you and your spouse filed separate tax returns, you must submit tax return transcripts for both you and your spouse.