

FAFSA Verification Steps Online instructions at go.unco.edu/BearVer

UNC has received your Free Application for Federal Student Aid (FAFSA), however, before we can make an official financial aid offer, you have a few more steps to complete. About 30% of all FAFSA filers in the U.S. are selected by the federal government for verification. This is a standard process for all universities. Here's how you can check and complete your verification process.

UNC STUDENT VERIFICATION STEPS: Fig. 1

1. Log into your URSA account at <http://ursa.unco.edu> and click on the "Financial" tab.
NOTE: If you have forgotten your username or password you may retrieve them by click on the "Password reset /account activation" link. (Figure 1)

2. Once you are on the "Financial" tab screen, under the "Eligibility Requirements," click on, "View Unsatisfied Requirements" for the **23-24 academic year**.

3. From the Financial Aid home page, select the Award Year from the drop down menu locate and click on "FAFSA Verification" under Unsatisfied Requirements. (Figure 2)

4. Then click and view outstanding requirements. For most recipients, this will take you to a screen (Figure 3) that will ask you to "Confirm Student Information." You will only need to do this once, and confirm your information by typing your name, date of birth and social security number. Your information must match EXACTLY what you had put on your FAFSA. Next time you log into your verification, you will not be asked this again.

5. There will be an option to "Opt-in" for text messages regarding your financial aid. We highly recommend that you do this to receive the most up-to-date information on your financial aid.

6. Once you have confirmed your information, the Need Action screen displays with any forms that must be completed.

7. Once in the action item, click on the yellow box (Figure 4) to drop down the detailed information you will need to complete. Click on the "Fill Out Form" or "Upload" button to proceed to your next steps (Figure 5, next page). You will need to verify that your name and phone number listed match what you have on your FAFSA.

NOTE: You will see a green check mark by the items you have completed and a red circle for the items you still need to complete.

8. If you have a "Household Form" to complete, you are required to add all members living in your parent's household, including yourself even if you are not living in your parent's household. To add a household member, click on the "Add" button (Figure 6), and a "Add a Household Member" box will appear (Figure 7). Be sure to list both parents if both parents are living in the household.

Fig. 2

Fig. 3

Fig. 4



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1. Fill out the information in the box and click done. You will repeat step 7 for each household member. You will need to match EXACTLY the information on the FAFSA. If you have both parents listed on the FAFSA, you will need to list both, as well as any household members listed on your FAFSA.

IMPORTANT: Only one parent will need to sign your verification documents. If you chose "Parent 1," it needs to match who you listed as "Parent 1" on your FAFSA. If you select "Parent 2" to sign, then it will need to match "Parent 2" on your FAFSA. This parent you selected, will receive an email to create an account to electronically sign your verification documents.

2. When verifying your and your parent(s)' taxes (Figure 8), you will need to select the option that best describes your and your parent(s)' situation. If you do not have a scroll bar to view all the drop down menu options, you can use arrows (on your keyboard) to scroll through the options. **NOTE:** You will have the option to use the IRS Data Retrieval Tool (DRT) to update your FAFSA and import your completed 2021 tax information for the 2023-24 FAFSA. Using the DRT is highly recommended. If you are unable to use the DRT to update your FAFSA, you will need to request and order a tax transcript and then upload the tax transcript through the Bear Verification process.
3. Once you have completed all the requested information and uploaded all required documents, you will see a preview of the document and will need to e-sign (Figure 9) the document. When e-signing the document, students are required to create a PIN to sign the document electronically, as well as read and accept the terms and conditions for e-signing. If you choose to opt-out of e-signing, you will need to download the form, print, sign, and then scan or take a picture of the signed document to upload through the Bear Verification process.
4. Once you have e-signed all required documents, you then will request for your parent(s) to e-sign (or sign) the documents. Your parent(s) will receive an email asking to create an account (Figure 11, see parents instructions). Your parent(s) will sign with their account password. **NOTE:** The student will upload all the documents through their account and then sign. Parents will only have to e-sign. Parents cannot upload documents on their account.
5. Once all steps and documents are uploaded and signed, then the "Submit" button will be highlighted in blue (Figure 10), and you will need to click "Submit" to complete your verification process. After clicking the submit button, you need to click the "Finish" button.

Fig. 5

Welcome!

Below is the list of items the Financial Aid Office needs you to complete for the financial aid verification process. Click on any section to view the detailed list of requirements.

Contact the Financial Aid Office with any questions.

Household Form

You were selected for a process called verification by the Department of Education. You will need to verify certain information you reported on the Free Application for Federal Student Aid (FAFSA) in order to do so. [Read More](#)

Household Form

Download 03/06/2018

Upload 2017-2018 Dependent Household Web Form

Upload Parents' Divorce Decree or Proof of Separation

Upload Student's 2015 Federal IRS Tax Return Transcript.
Please note that you must provide the appropriate tax return transcript from the IRS. 1040 forms are not acceptable in most circumstances.

Upload Parent's 2015 Federal IRS Tax Return Transcript.
Please note that you must provide the appropriate tax return transcript from the IRS. 1040 forms are not acceptable in most circumstances.

Fig. 6

2017/2018 Dependent Form

Household Information

List below the people in the parent(s)' household. Include:

1. Yourself.
2. Your parents (including a step-parent) even if you don't live with your parents. If your parents are unmarried and live together, please make sure to include both.
3. Your parents' other children if your parents will provide more than half of their support from July 1, 2017, through June 30, 2018, or if the other children would be required to provide parental information if they were completing a FAFSA for 2017-2018, even if they do not live with your parents.
4. Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2018.
5. (Include the name of the college for any household member, excluding your parent(s), who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2017, and June 30, 2018.

First Name	Last Name	Relationship	Age	College/Instit.	At Least Half T.	Supported Mem...
BABETT	TESTINGDV1	SELF	20	University of N...		

* At least one parent is required.

Fig. 7

Add a Household Member

Please complete the following fields in order to add a member to your parent(s)' household. A college is not required if this member is not attending a college at least half time. Do not enter college information for household members in elementary or high school.

* First Name

* Last Name

* Date Of Birth

* Relationship

* Required

TIPS

► Be sure to read all the selections thoroughly and select the option that best describes your situation.

► Depending on the device you are using to complete your verification, you may only be able to see limited options. If you don't see a scroll bar to view more options, use arrows to view the hidden options.

► You can upload documents in pdf or jpg formats. So you can use a mobile device to upload more than one file.

► If you don't e-sign the document, you will need to Opt-out of the E-sign process and download the document, print and sign, then take a picture or scan in the document to upload.

► Be sure to upload all document as jpg or pdf images. You can "Add pages" when uploading document.

Fig. 8

Fig. 9

Full Name	Age	Relationship	College	FORMER or CURRENT	Support Status
BARRETT, TESTY/TESTY	20	MF	University of Colorado	Y	None
G. Testing	20	MF	None	N	None

Fig. 10

While your documents were being reviewed, it was determined that you will need to provide some additional documentation to make certain information more clear. Please see the message below from your Office of Financial Aid.

Upload Student's 2021 Signed Federal IRS Form 1040 SIGNED Federal IRS Form 1040
 Include all schedules 1-3 filed with your signed 1040 form from 2021.

Filename	Date Uploaded
2021_bear_ver.pdf	01/06/2023

You're almost done!
After you click finish you will be prevented from making further changes while your files are being reviewed.

Congratulations!
No action is required while the Financial Aid Office is reviewing your file. You may view documents that have been submitted by clicking on the links below.

Contact the Financial Aid Office with any questions.



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PARENT ACCOUNT CREATION AND VERIFICATION STEPS:

1. Your student will need to request your electronic signature after they have completed their verification steps. Once your student has completed their steps, you should receive an email requesting you to create an account to complete the FAFSA verification process.
2. Click the link provided in your email to create an account. You will be directed to a screen that will ask you to complete three sections (*Figure 11*): Create Parent Account, Confirm Parent Information, and Confirm Student Information.
3. When you have completed each section, you will click on "Create Account."
4. You then will be able to electronically sign the verification documents your student has submitted through their account. **You will use the password you created for the account to sign the documents.**

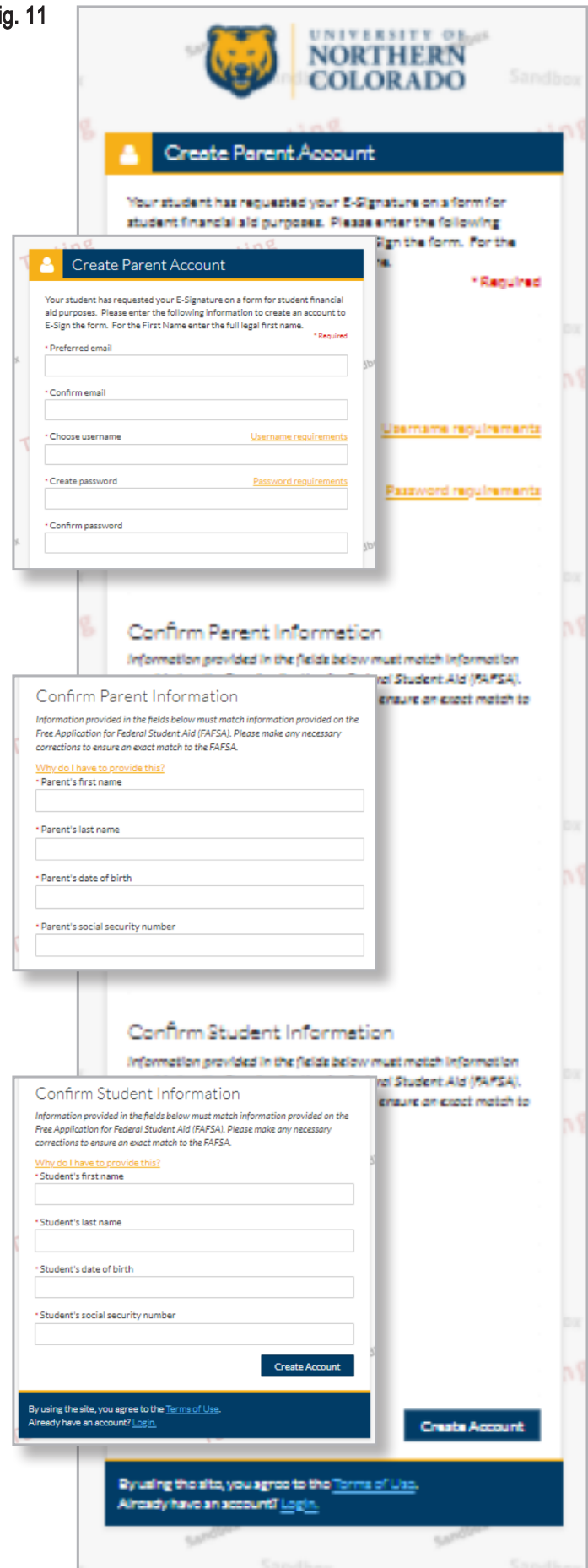
For other requirements and questions, contact the UNC Office of Financial Aid at 970-351-4862 or ofa@unco.edu.



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Fig. 11



The figure shows three sequential screenshots of the parent account creation process on the University of Northern Colorado website. The top screenshot is the "Create Parent Account" page, which includes a header with the university logo and a "Create Parent Account" button. Below the button is a message: "Your student has requested your E-Signature on a form for student financial aid purposes. Please enter the following information to create an account to E-Sign the form. For the First Name enter the full legal first name." The form fields include: "Preferred email" (marked as required), "Confirm email", "Choose username" (with a link to "Username requirements"), "Create password" (with a link to "Password requirements"), and "Confirm password". The middle screenshot is the "Confirm Parent Information" page, which includes a header with the university logo and a "Confirm Parent Information" button. Below the button is a message: "Information provided in the fields below must match information provided on the Free Application for Federal Student Aid (FAFSA). Please make any necessary corrections to ensure an exact match to the FAFSA." The form fields include: "Parent's first name", "Parent's last name", "Parent's date of birth", and "Parent's social security number". The bottom screenshot is the "Confirm Student Information" page, which includes a header with the university logo and a "Confirm Student Information" button. Below the button is a message: "Information provided in the fields below must match information provided on the Free Application for Federal Student Aid (FAFSA). Please make any necessary corrections to ensure an exact match to the FAFSA." The form fields include: "Student's first name", "Student's last name", "Student's date of birth", and "Student's social security number". Each page has a "Create Account" button at the bottom.