

Students who have been selected for verification will have a verification process requirement in Webstar. Follow the steps below to submit documents.

Not all students are selected for verification

Eligibility Requirements for Fall 2020 to Summer 2021

May 13, 2020 10:50 am

Student Requirements Holds Academic Progress

Forms and documents may be submitted in person, or via fax (760-355-6119) or mail. We DO NOT accept forms or documents through email.

Please make sure forms and documents are complete and that your name and student ID are on each page submitted. Keep a copy of all forms and documents submitted for your records. Your application will not be processed until all requested documents are submitted and verified.

Unsatisfied Requirements

Requirement	Status	As of Date	Fund	Term
2020-21 Terms and Conditions Click on the requirement to link to the Terms and Conditions tab. Terms and Conditions must be accepted before aid will be disbursed.	Is still needed	Jan 14, 2020		
Verification Process Your file has been selected for verification. Click on the requirement to continue to the verification processing system. Please use Chrome, Firefox or Safari to access.	Is still needed	May 13, 2020		

The requirements link enables you to download the form necessary to complete the specific requirement or transfers you to another page to satisfy the requirement.

Satisfied Requirements

Requirement	Status	As of Date	Fund	Term
Imperial Student Information Report (FAFSA)	Has been received and satisfied	Jan 14, 2020		

[Select Another Aid Year](#)

REL 21.1

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Click on Verification Process and you will be taken to the screen below.

your user name is the beginning of your IVC student email (janedoe@students.imperial.edu)

your password is the same as Webstar.

Click on LOGIN.

IMPERIAL VALLEY COLLEGE

Upon logging in you will be redirected to: <https://auth.campuslogic.com/cas>

Username

janedoe

Password


.....

Remember login (only if this is a private computer)

Login

Password Reset Tool

You will then Register your account with the information you submitted on your FAFSA. Make sure to use your IVC email and click on register account. If you have trouble registering, please contact 760-355-6266 for further assistance.

 **Register Account**

This page will automatically close and log you out in 0:05 *Required

Confirm Student Information

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.

[Why do I have to provide this?](#)

- First name
- Last name
- Date of birth
- Social security number
- Preferred email
- Confirm email

Phone Number
*Provide a phone number to subscribe to mobile phone text messages for account updates.
(Standard text message charges apply)*

Register Account



After the student logs in they are taken to their task list. In this example it's a Verification form they need to fill out electronically. Click on Fill out.

2020-2021 Verification ¹

One or more new tasks have been added. 05/13/2020 17:42:39 PM

[Notification History](#)

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.

Independent Verification Form

You were selected for a process called verification. You will need to verify certain information you reported on your application. In order to do so, you will need to complete this web form. Depending on your responses, you may see additional steps added to complete this section.

2020-2021 Independent Verification Web Form ⓘ

Fill Out

Submit

The webforms have sections that the student is required to complete. The student is prevented from signing the webform until they have completed all sections. The student may navigate the sections by selecting the section from the list on the left or by selecting the continue button.

Independent Verification Form for 2020/2021

Demographics

Please correct the following information if needed.

*First name
Jane

*Last name
Doe

*Phone number
(760)-355-6236

Demographics
Household
Review & Sign

Return to Student Tasks

The student must add everyone in the household by clicking add person (carefully read household information instructions on your form) * note this is an independent student

Independent Verification Form for 2020/2021

Demographics
➤ **Household**
Review & Sign

Return to Student Tasks

Household Information

List below the people in the student's household. Include:

1. The student.
2. The student's spouse, if the student is married.
3. The student's or spouse's children if the student or spouse will provide more than half of their support from July 1, 2020, through June 30, 2021, even if the children do not live with the student.
4. Other people if they now live with the student and the student or spouse provides more than half of their support and will continue to provide more than half of their support through June 30, 2021.
5. For any household member who will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2020, and June 30, 2021, include the name of the college.

First Name	Last Name	Relationship	Age	College/Instl...	At Least Half Time	Supported More Than 50%	
Jane	Doe	self	28	Imperial Valley College	<input checked="" type="checkbox"/>		
MOMMA	BEAR	other - MOM	39			<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Add Person

Once the student has completed all sections of the webform, they receive a review and sign page. The student can review the form to make sure it looks correct. If anything needs to be corrected, the student needs to return to the appropriate section to correct.

If everything looks correct, the student may choose to **either** e-sign or opt out of e-sign. **We recommend the student/parent Esign the form**

Student's Signature _____ Date _____

Spouse's Signature (optional) _____ Date _____

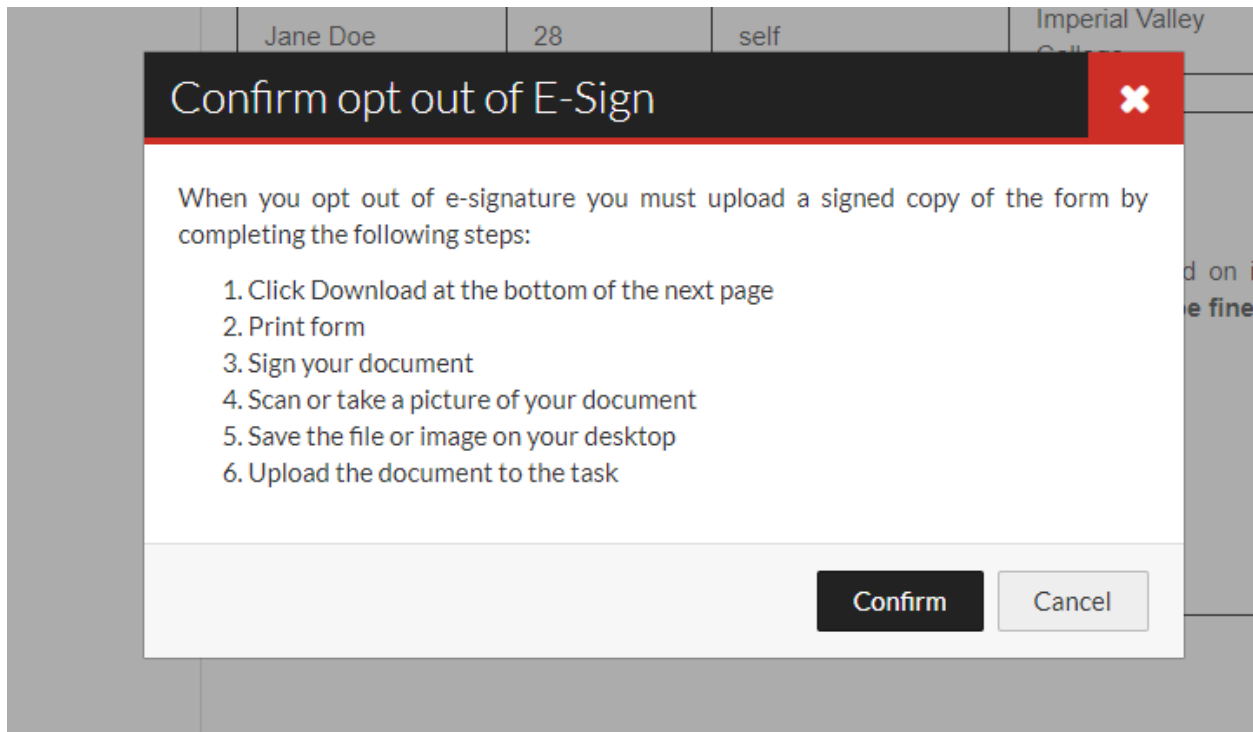
*Do not mail this worksheet to the U.S. Department of Education.
Upload this form back on the site, using either your smartphone's camera or a scanner.*

* E-Sign PIN
Forgot your E-Sign PIN?

Opt out of E-Sign NO

E-Sign

If the student chooses to opt out of e-sign, they are required to download and print the form. Once the student and parent sign the form manually, they will have a step to upload it back into StudentForms.



Once the student e-signs the form or if opted out of e-sign downloads the form, they are returned to their task list. Based off of information provided in the webform, the student **MAY** have added steps within their task.

The parents of a dependent student may need to sign a webform for their student if required. The student must request the e-signature from the parent by selecting the request button and entering the parent's email address. This email must be different than the one associated to the student's account.

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, you will need to complete this web form. Depending [Read More](#)

✔ Household Form

Fill Out

Download	Date Filled Out
2017-2018 Dependent Household Web Form.pdf	02/01/2018

○ You have E-Signed this form. A parent E-Signature is also required. Click the "Request" button to the right to request the E-Signature. This form will no longer be editable while awaiting the parent E-Signature. Otherwise, return to the form by clicking the "Fill Out" button to the right and select "Opt out of E-Sign" in the Review & Sign section to download the form, complete all signatures, and upload the signed form.

○ Upload Parents' 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.

Request

Upload

Submit

If both parents are listed on the FAFSA the student may choose which parent to send the request to then click on send request.

Request Parent E-Signature

Please select a parent to request the parent E-Sign for the 2017-2018 Dependent Household Web Form. Only parent(s) listed on the SAR will appear as an option.

* Required

Parent 1 - O DEPENDENT

Parent 2 - T DEPENDENT

* Parent's e-mail address

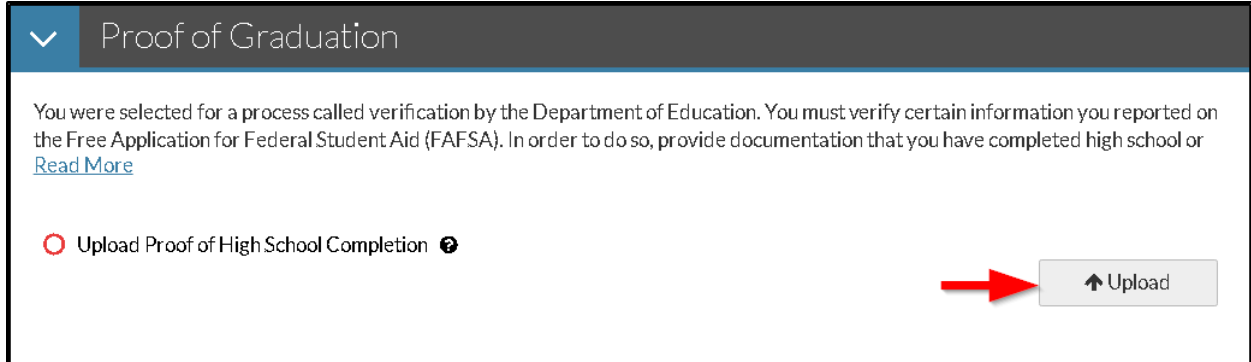
* Confirm e-mail address

Send Request Cancel

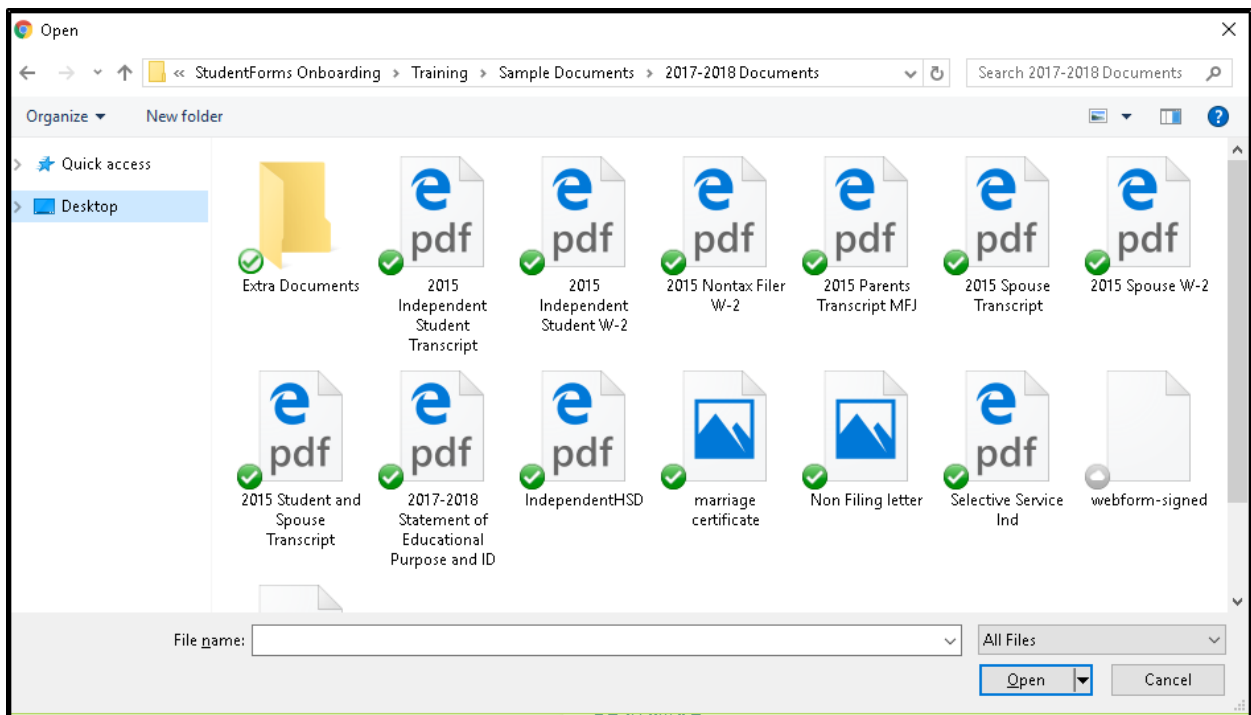
Once the request has been sent, the parent receives an email asking them to e-sign the student's webform. The parent can then create an account or login to their previously created account and e-sign the form. Once the parent e-signs the form, the step is automatically marked as completed.

How to Upload:

Tasks that have upload steps are used for the student to upload specific documents into StudentForms. If the student has an upload step, they select the upload button.



If the student is using a computer, they may select the document from the location where the pdf or image is saved on their computer. If the student is using a mobile device, they have the option to take a picture or upload an image/file from their device.



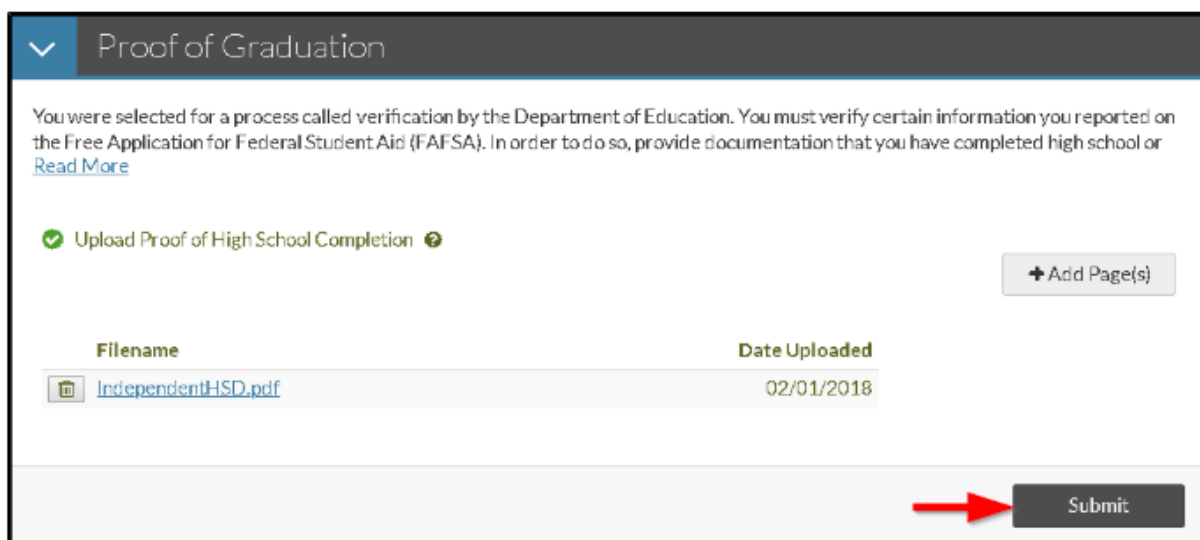
Once the student uploads an image or document, they are presented with a review screen to use their upload or discard and upload another file/image.



Once they choose the use button, the student is given the opportunity to add additional pages. If they were using a mobile device, they would choose add pages to take additional pictures of documents if needed.

Submitting/Editing Tasks

After the student has completed all steps within a task, they receive the submit button.



Clicking the submit button sends the document to the school side for review. The student is able to edit their task up until the point that they select the finish button after all tasks have been completed. To edit a task, they select the edit button.

DO NOT FORGET TO CLICK ON THE GREEN FINISH BUTTON after you click on Submit.