

"Preparing students to assume roles of leadership and service in a global society to promote a more just and humane society."

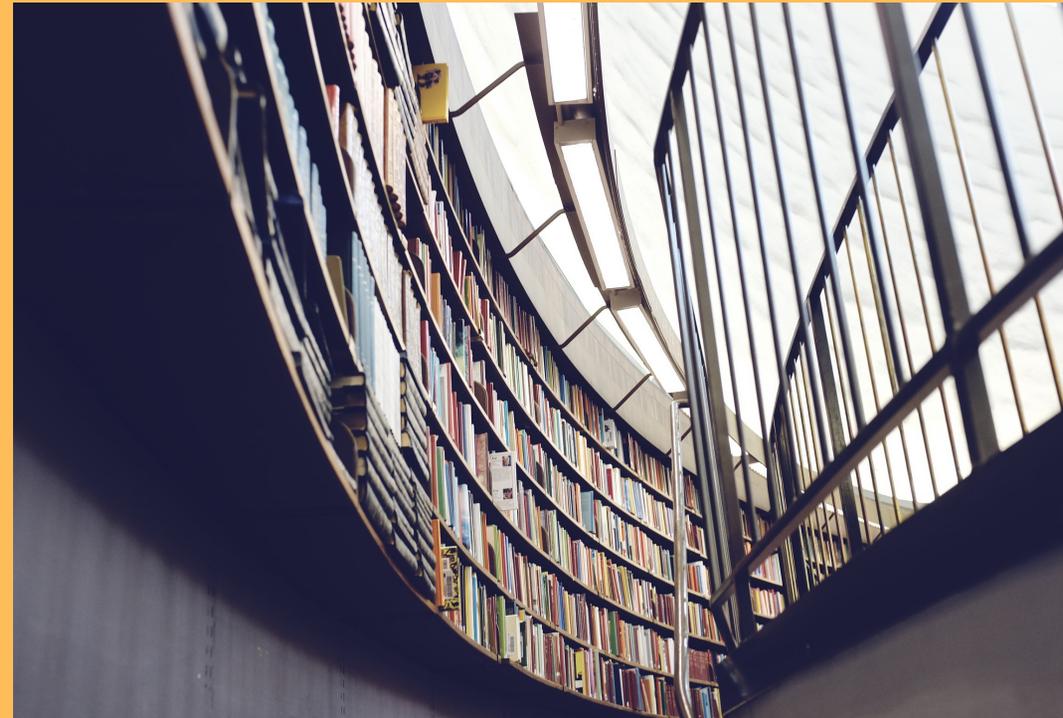


ONLINE VERIFICATION

**XAVIER OF LOUISIANA
OFFICE OF FINANCIAL AID**

CONTACT US

Office of Financial Aid
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(504) 520-7835
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WHAT IS VERIFICATION?

Verification is the process your school uses to confirm that the data reported on your FAFSA form is accurate. Your school has the authority to contact you for documentation that supports the information you reported.

(FYI: If you're selected for verification, don't assume you're being accused of doing anything wrong. Some people are selected at random; and some schools verify all students' FAFSA forms. All you need to do is provide the documentation your school asks for—and be sure to do so by the school's deadline, or your financial aid eligibility cannot be determined).

How to know you've been selected?

A. You might see a note on your Student Aid Report (SAR) saying you've been selected for verification.

B. XULA will send you a notification to your XULA email with specific instructions. You should check your XULA email regularly.

Where to find the documents to submit?

There is a checklist in your personal URL (online portal, URL will be sent to XULA email) that you can refer to. All documents must have a green check symbol next to it. If not, the document has not been submitted successfully.

Selected for Verification, but didn't use the DRT (Data Retrieval Tool) when filling out your FAFSA?

If you didn't use the IRS DRT, or if you filed an amended tax return and used the IRS DRT, you will be required to submit an IRS Tax Return Transcript as part of the verification process. If an amended return was submitted, you must submit the IRS Tax Return Transcript and IRS Account Transcript. You can find your tax transcript through the IRS's Get Transcript service at irs.gov/transcript. Contact our Office should you need more assistance or call the IRS: (800)-829-1040.



Q. What email address do I use to register my account for the online verification process?

A. You should use the email you used on your FAFSA.

(For example, either you used your Xula or non-Xula email address.)

If student cannot remember, you can find this information by clicking "Edit Selected Student" in bottom left corner, under the "General Info" tab that comes up.

Q. How to get the link to access your student portal resent to your email?

A. Call the financial aid office at 504-520-7835 to request for it to be resent.

Q. How do you change the parent's email address for the online registration process?

A. The student can update the parent's email address on the student portal. Students must log into their account, then click "My Profile" link at the top of the portal. Once the page is generated, scroll down to the Parent Information section. Then, update the email address as requested, click "Save" or "Update" button. Once that is completed, they will then click the "Send" button to resend the parent registration email.

Q. Where to find the answer to the security questions?

A. Type in the student's ID number. Click "Edit Selected Student" in the bottom left corner. Click the "Contact Info" tab.

Q. Who can help me with answering my security question?

A. Please contact the financial aid office. You will be asked a series of questions to authenticate who you are prior to releasing personal information.

Q. How do I delete a document that I just submitted today?

A. The document must be reviewed prior to making updates. The Document tab will say Document Review Pending or Document Requires Subsequent review. Therefore, you should monitor your account.

Q. Can I fax or email documents to the office?

A. You should submit the documents to your personal online portal. For more specific questions, please feel free to contact our office.

Q. How long does it take for verification documents to be reviewed?

A. The normal processing time is 10-14 business days. Times may take longer during peak processing time.