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## How to Complete Verification at NLU

NLU will notify you if you have been chosen for verification. If selected by the government, verification is not optional and must be completed before NLU can determine your financial aid eligibility.

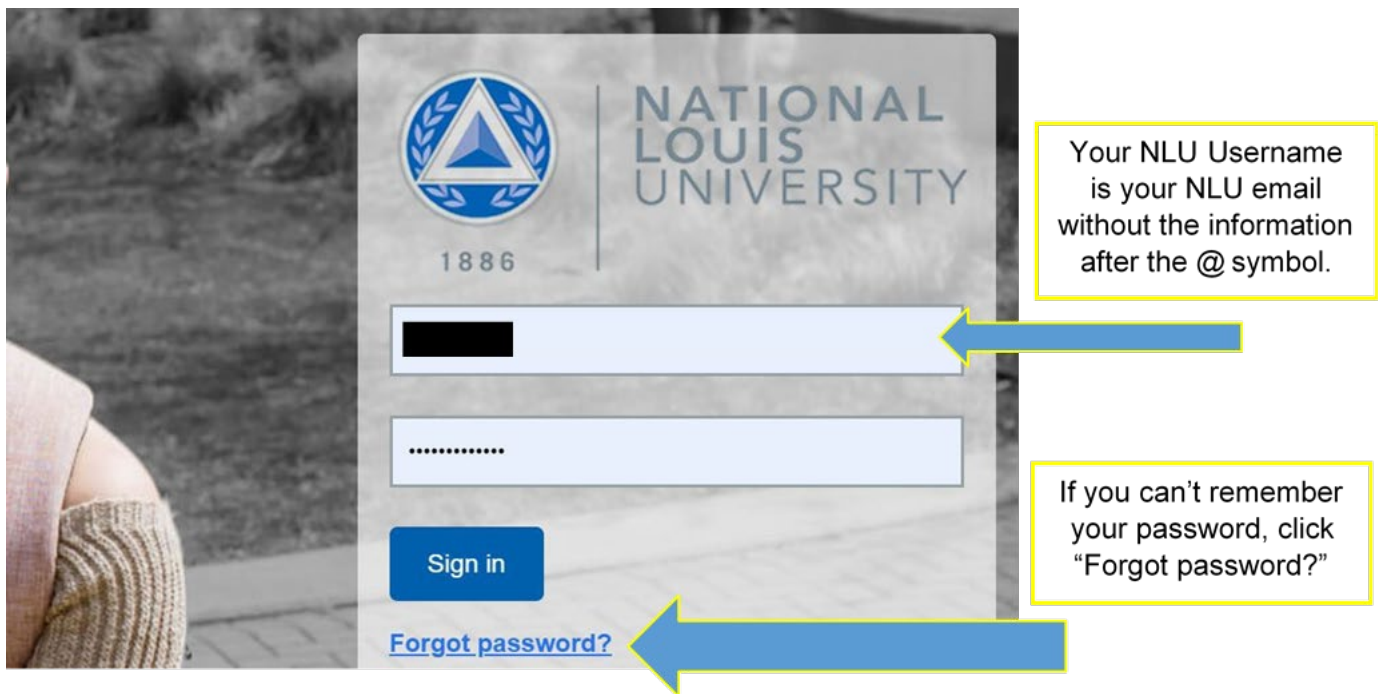
### What is Verification?

Verification is a process the Department of Education uses to confirm the accuracy of data reported on the FAFSA application. One out of three students are chosen randomly.

### How do I complete Verification?

Complete and submit your verification online through the NLU student portal as early as possible.

1. Log into your **NLU Student Portal** at <http://my.nl.edu>



2. Click on **"Student Services"** from the left-hand navigation bar.





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3. Scroll down slightly and locate “**Student Finance**” on the right hand side. Then click the link to “[Complete Verification and other financial aid requirements.](#)”

4. New users will be prompted to create an account. The name, date of birth, and social security number you provide must match the information provided on your FAFSA application. You will also be asked to provide your NLU Student Email. If you already have an account, you will be taken directly to your verification tasks per step 5.

**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

The field DateOfBirth must be a date.

- Social security number

Preferred email

Confirm email

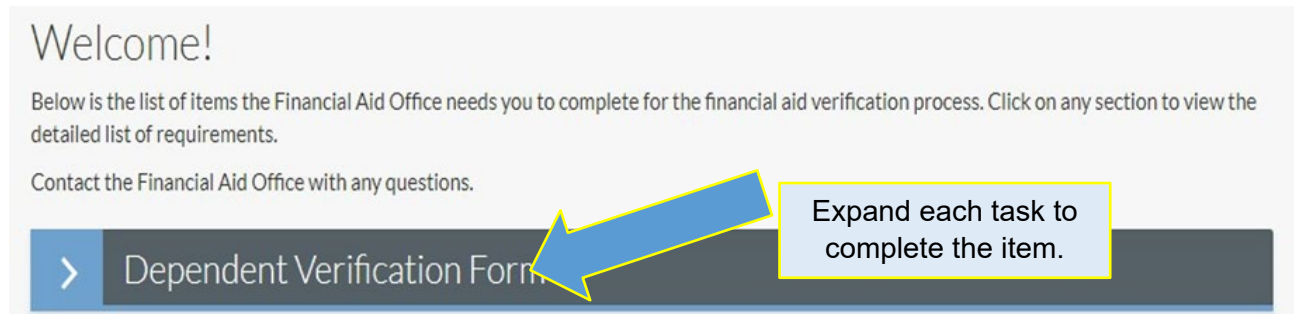
Phone Number  
Provide a phone number to subscribe to mobile phone text messages for account updates.  
(Standard text message charges apply)

**Register Account**

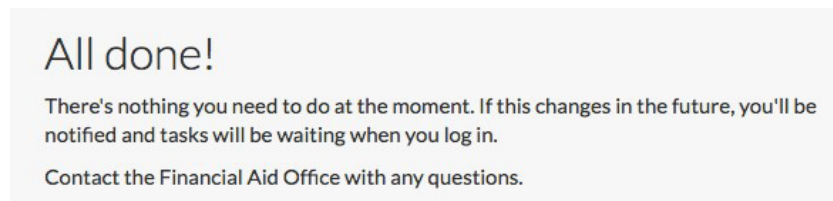


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5. You will then be directed to your verification tasks. Documents you need to complete, or information that you need to supply and upload will be listed here.



6. If your parent is required to sign, please see ***“How To Help Your Parent Sign Your Verification Form”***.
7. Once you have finished each task, you will be able to submit your verification form for final review. Your file will then be sent to the Student Finance verification team.



### Next Steps:

- After you submit your verification tasks and we review them we may request additional information from you.
- If NLU needs additional information, or you need to make a correction, we will send an email to your **NLU student email**. Be sure to check it frequently.
- If NLU needs additional information, your verification tasks will also be updated with thorough instructions on your next steps.
- If you need help completing your verification tasks, please contact our office OR schedule an appointment here: <https://financial-aid-workshop.nl.edu/>

Office of Student Finance

phone: 888.658.863 extension 5350

email: [verificationdocuments@nl.edu](mailto:verificationdocuments@nl.edu)

virtual appointment: <https://financial-aid-workshop.nl.edu/>