



How To Help Your Parent Sign Your Verification Form

If your verification form indicates that your parent must also sign and date the form, please follow these steps. Both the student and parent must sign the verification form the same way. Below are options for both to sign electronically and both to sign by paper.

Step 1: Select an Option Below

Option 1: Both Student and Parent Sign Electronically

The student must first create an e-sign PIN by clicking “Create my E-sign PIN” per below.

Option 2: Both Student and Parent Sign By Paper

The student must first select “Opt out of E-Sign” per below. This will prompt the student to download and print the form.

The student and one parent must sign and date.

Student's Signature	Date
Parent's Signature	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.*

Option 1: Both Sign Electronically

E-Sign PIN
Create my E-Sign PIN ?

Opt out of E-Sign ?
☐ NO

← Back

E-Sign

Version 14.102.8941



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Step 2:

Do the following if you chose Option 1 - **Both Student and Parent Sign Electronically**

1. The student should complete the information in the pop-up box to create the student PIN (per Step 1). After e-signing, the student is able to send notification to their parent to e-sign. If both parents are listed on FAFSA (Free Application for Federal Student Aid), the student can choose which parent e-signs.

- First Name

- Last Name

- Date of Birth

- Social Security Number

You may choose any 5 digit number for your PIN.

- PIN

- Confirm PIN

2. The student will receive onscreen confirmation once s/he e-signs and submits the verification worksheet

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. **WARNING:** If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

Success

You have successfully E-Signed your document, and it has been automatically uploaded into our system.

Based on the answers you provided, you must upload the following documents:

- Parent 2016 Federal IRS Tax Return Transcript

You will now be redirected back to your current tasks.

OK

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



- The student should choose the parent that they want to e-sign the verification form. Enter the parent's e-mail address and confirm it. Click the "Send Request" button. The e-sign request will be sent to the parent (it will come from verificationdocuments@nl.edu).

- Once the email is sent to parent, the form cannot be edited. If the student would like to either change the parent that they sent the e-sign request to or cancel the request and both the student and parent physical sign the form (per Option 2), the student can do so by clicking "edit request" or "cancel request" below. If the student and parent are using a physical signature, the form will need to be uploaded by the student once it is completed.



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5. After both student and parent have e-signed the verification form, the student will be prompted to upload a copy of any required supporting documents, such as the parent tax transcript. The student may either scan and upload from their PC, or upload a picture from their phone's photo gallery. If you do not have the required documents handy, you may log back in later to upload them. See **"How to Upload Documents to Complete Your Verification"**.

Dependent 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.

2018-2019 Dependent Verification Web Form

Download	Date Filled Out
2018-2019 Dependent Verification Web Form.pdf	03/22/2018

6. Once all documents are uploaded, use the submit button to submit all information to NLU for review. You will see an onscreen "Congratulations" confirmation. After submitting, you cannot make any changes or additions. If we need additional information student to make corrections we will email the student at their NLU email address. Please remember to check it frequently.

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.

Dependent 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 [Read More](#)

2018-2019 Dependent Verification Web Form

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Office of Student Finance

phone: 888.658.863 extension 5350

email: verificationdocuments@nl.edu

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