



How To Upload Documents to Complete Your Verification

Follow these steps to upload your verification documents within your student portal.

1. Log into your student portal and navigate to the Student Services tab. Follow steps 1 – 5 of this guide “**How to Complete Verification at NLU**”.
2. Upload the verification form if you and your parent chose not to e-sign it. Be sure student and one parent signed the form.
3. Upload any required supporting documents requested.

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

Fill Out

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

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.

Request

Upload Parent 2016 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

4. To upload use the “Upload” button provided to the right of each required document.
5. Once all documents are uploaded, use the submit button to submit all information to NLU for review. You will see an onscreen “Congratulations” confirmation.

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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2018-2019 Dependent Verification Web Form

View Form

Download	Date Filled Out
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Congratulations! This form has been E-Signed and may now be submitted for review.

Edit

After submitting, you cannot make any changes or additions. If we need additional information or student to make corrections we will email the student at their NLU email address. Please remember to check it frequently.



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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/>