

## Financial Aid Office

60 West Street, 6th FL • New York, NY • 10006

Tel: 212.343.1234 ext. 5004 • Fax: 212.625.2072 • Email: FA@mcny.edu

### A. Student Information

|                                   |            |          |                                  |
|-----------------------------------|------------|----------|----------------------------------|
| _____                             | _____      | _____    | _____                            |
| Last Name                         | First Name | M.I.     | MCNY ID#                         |
| _____                             |            |          | _____                            |
| Street Address (include Apt. no.) |            |          | Date of Birth                    |
| _____                             | _____      | _____    | _____                            |
| City                              | State      | Zip Code | Phone Number (include area code) |

### B. High School Completion

As per federal regulation, MCNY's Financial Aid Office must receive documentation of your high school diploma, recognized equivalent or home-school credential.

**Note:** The documentation must be submitted to the MCNY's Financial Aid Office, even if previously provided to another MCNY office/department (such as the Admission Office).

**Provide one of the following documents to indicate the student's high school completion status when the student begins college in 2020–2021:**

- \_\_\_ A copy of the student's high school diploma
- \_\_\_ For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- \_\_\_ A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- \_\_\_ A state certificate or transcript received by a student after the student passed a State authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination).
- \_\_\_ An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- \_\_\_ For a student who was homeschooled in a state where state law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
- \_\_\_ For a student who was homeschooled in a state where state law does not require the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a transcript, or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting.

A student who is unable to obtain the documentation listed above must contact the financial aid office.

### C. Certification and Signatures

By signing this worksheet, we certify that all information reported is complete and correct. If married, spouse's signature is optional

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

|                     |       |
|---------------------|-------|
| _____               | _____ |
| Student's Signature | Date  |
| _____               | _____ |
| Parent's Signature  | Date  |

*Submit this worksheet to the Financial Aid Office.*

*You should make a copy of this worksheet for your records.*

**D. Identity/Statement of Educational Purpose**

**Identity/Statement of Educational Purpose (To Be Signed IN-PERSON at MCNY)**

The student must appear in person at Metropolitan College of New York to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver’s license, other state-issued ID, or passport. The institution will maintain a copy of the student’s photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student’s ID.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational Purpose and that the  
(Print Student’s Name)

federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Metropolitan College of New York for 2020-2021.

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student’s ID Number

Staff Initials & Date \_\_\_\_\_

ID Reviewed & Copied:    Driver License    State ID    Passport    Other: \_\_\_\_\_