




# FINANCIAL AID AND SCHOLARSHIPS OFFICE VERIFICATION GUIDE

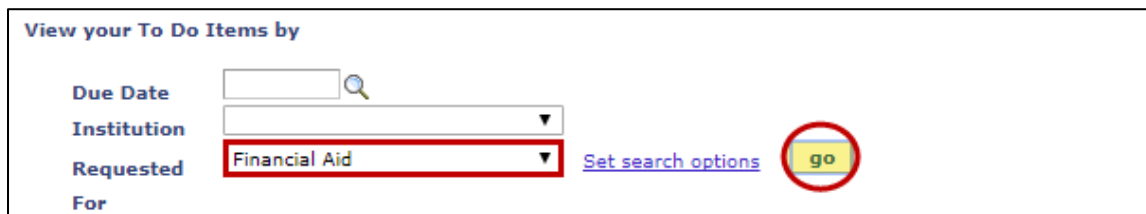
## How to Determine If You Have Been Selected for Verification

The easiest and fastest way to determine whether or not you've been selected for the verification process is by reviewing your Student Aid Report (SAR), which you received upon submission of your FAFSA. If there is an asterisk (\*) next to the Expected Family Contribution (EFC), your application has been selected for verification. You can confirm this selection and determine what documents are required by logging into your Pathway account.

1. **Log-on** to Pathway at [pathway.umkc.edu](http://pathway.umkc.edu) using your user name and password
2. Once logged on, select **Menu** on the left-hand side of Pathway
3. Select **Self-Service**
4. Select **Student Center**
5. On the right-hand side you will see a **To Do List** box



6. Select 
7. On the To Do List screen, select **Financial Aid** in the **Requested For** drop-down and select **Go**



8. Now you are viewing only To Do List items related to the Financial Aid and Scholarships Office. Click on each item to view important details, including how to access and print your **Verification Worksheet**

**Financial Aid and Scholarships Office**  
101 Administrative Center  
5100 Rockhill Road  
Kansas City, MO 64110-2499

**PHONE:** 816-235-1154  
**TOLL FREE:** 1-800-775-UMKC  
**FAX:** 816-235-5511  
**E-MAIL:** [finaid@umkc.edu](mailto:finaid@umkc.edu)

*Those with speech or hearing impairments may use Relay Missouri 1-800-735-2966 (TT) or 1-800-735-2466 (Voice)  
an equal opportunity/affirmative action institution*

- b. Select the **To Do Item** that includes "Verif Wksht" in the title

Outstanding Items				
To Do Item	Due Date	Status	Requested For	Comments
<a href="#">Dependent Standard Verif Wksht</a>	01/18/2018	Initiated	Financial Aid	
<a href="#">2015 Fed Tax Transcripts</a>	01/18/2018	Initiated	Financial Aid	

- c. The **To Do Item Detail** provides all necessary information about completing the To Do Item

### Verification Worksheet

**Aid Year:** 2018

**Contact**

**Academic Institution:** Univ of Missouri - Kansas City

**Requested For:** Financial Aid

**Due Date:** 01/18/2018

**Contact:** [Contact UMKC Financial Aid Office](#)

**Dependent Standard Verif Wksht**

**You have been selected for 2017-2018 Dependent Verification. Please submit the 2017-2018 Dependent Verification Worksheet to the UMKC Financial Aid and Scholarships Office. Your Verification Worksheet is available online at:**

[A link to your verification worksheet will be shown here](#)

**Make sure you also submit the signed and dated 2015 Federal Tax Return Transcripts with the worksheet and any additional documentation noted in the form. Federal Tax Returns will not be accepted.**

[Return](#)

1

The **Description** provides details about the To Do Item, including a link to view and print the required Verification Worksheet. **Make sure you print, complete, sign, and return** this worksheet to the Financial Aid and Scholarships Office.

2

If you have any questions, you can **contact** the Financial Aid and Scholarships Office directly from this page.

3

Click **Return** to go back to the previous page and view your other To Do Items.

It's important that you **regularly review Pathway** to determine if any additional items have been requested. If you are required to provide a Tax Return Transcript along with your Verification Worksheet, review the **How to Order an IRS Tax Return Transcript** document at <http://finaid.umkc.edu/forms/>. Feel free to contact the Financial Aid and Scholarships Office for assistance.

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