

## Federal Verification Process

We are pleased to announce we have established a partnership with Inceptia to expedite the federal verification process by utilizing the Verification Gateway (VG) online portal. If your FAFSA application is selected for verification by the U.S Department of Education, you will receive an introductory email to the email address you provided on the FAFSA. If no email was provided, you will receive an introductory postcard. The postcard will have our school logo along with Inceptia's, so you will know it is official.

***Please note the deadline for submitting these documents is July, 20, 2018. Failure to provide the requested documents could result in the delay or denial of financial aid.***

## What Happens Next?

A custom school link will be included in the introductory communication requesting you to access **Verification Gateway**. You will need to do the following\*:

- **Confirm** your identity (*authentication*).
- **Create** a secure user name and password.
- **Decide** if you want to receive text messages and approve to e-sign.
- **Access** your Task List and begin the verification process (*the list may consist of some combination of online forms and the request to upload specific documents to Verification Gateway*).

***\*Dependent students that provided parental information on the FAFSA are required to have one parent also authenticate and create an account. This parent will be required to e-sign or provide an ink signature once all documentation has been submitted.***

Upon receipt of all required documents, Inceptia will begin the verification process. Students will be notified via email or text if there are any questions or if any additional documentation is required. Once verification has been completed, the student and our school will be notified.

## Questions

If you have any questions about the verification process, please contact Inceptia, Monday 8 am – 8:30 pm Central and Tuesday through Friday 8 am – 7 pm Central at 888-374-8427 or by email at [VGCS@inceptia.org](mailto:VGCS@inceptia.org).

Sincerely,

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