

Required Quality Assurance/Verification forms will **ONLY** be available electronically in your my.fiu.edu account. To view the forms, the java plug-in must be installed on your computer. Click [here](#) to download the plug-in.

*******Follow the instructions below to complete the Additional Verification Information Request*******

1. Login to my.fiu.edu
2. Click on the link in the "To Do List" titled "Additional Verification Info."

The screenshot shows the my.fiu.edu student portal interface. It is divided into three main sections: Academics, Finances, and Personal Information. The Academics section includes links for Search, Plan, Enroll, My Academics, My Major Match, Repeat Charge Appeal, and Repeat Eligible Courses. The Finances section includes My Account (Account Inquiry, Direct Deposit, Payment Plan), Financial Aid (View Financial Aid, Accept/Decline Awards, Report Other Financial Aid), and an Account Summary showing a balance of 3,830.00. The Personal Information section includes Demographic Data, Emergency Contact Names, and FACTS-PIN #. On the right side, there is a 'To Do List' section, which is highlighted with a red box. A red arrow points to the 'Additional Verification Info' link within this list. Other links in the To Do List include 2010 Parent Tax Return, 2010 Student's Tax Return, Application Fee, Direct Loan Ent. Counseling, Direct Loan eMaster Prom. Note, Family in College/HH 2011-2012, Income Certification Worksheet, Non-Tax Filer Parent Statement, Statement of Separation, W2 Form for 2010 - Parent's, and W2 Form for 2010 - Student's. There is also an 'Outstanding Balance' section at the top right with a list of 'Athletics disb hld from FinAid' items.

3. A new page will load and display a general description of the required information. Click on **OK** button to continue.

The screenshot shows a dialog box titled "About this Checklist" with the following content:

Important Information

INFO BOX

About this Checklist

Additional Verification Information Form

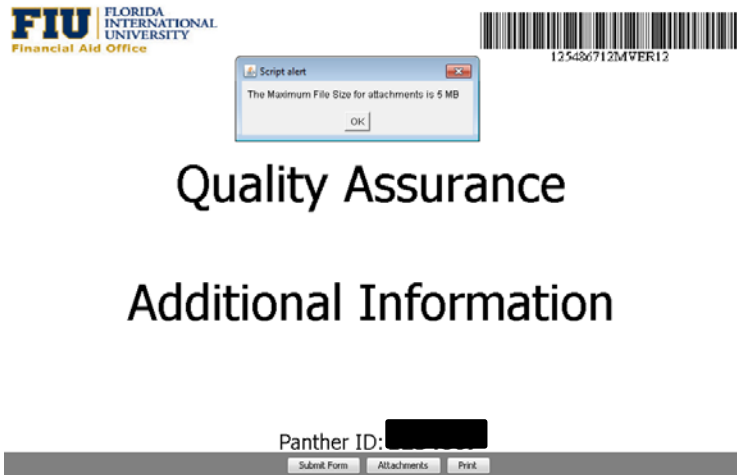
Additional Verification Information is required to assess the accuracy of information you provided in the FAFSA application.
To complete the required form:

1. Click on OK.
2. Attach a copy of the required documentation and click on the submit form button to submit online OR
3. Print the form and fax in with your required documentation attached to 305-348-0333.

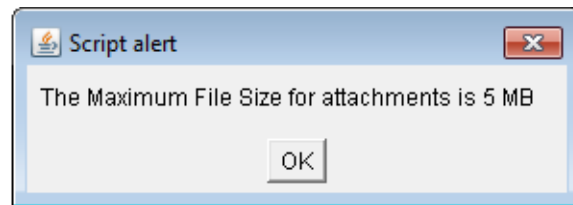
Financial Aid funds **WILL NOT** be disbursed until the requested information has been received and evaluated.

At the bottom of the dialog box, there are two buttons: "OK" (highlighted with a red box) and "Cancel".

4. A pop message will appear displaying the maximum upload file size. Click on OK to continue.

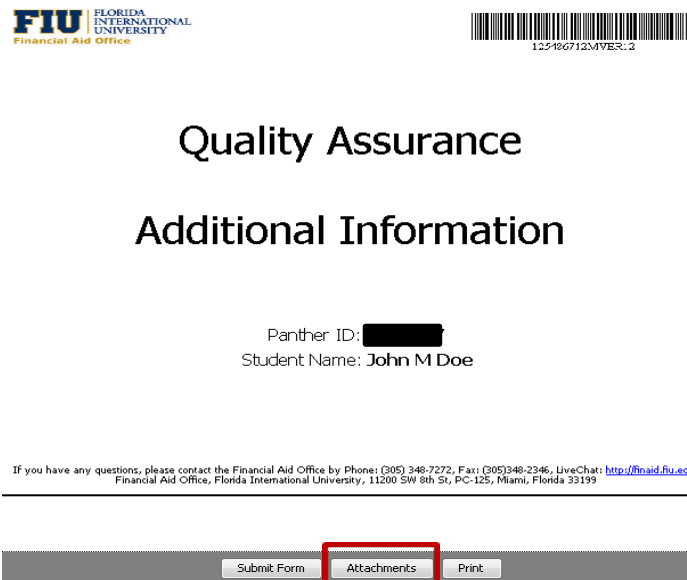


The screenshot shows the top of the FIU Financial Aid Office website. On the left is the logo for FIU Florida International University Financial Aid Office. On the right is a barcode with the number 125486712MVER12. A blue script alert box is centered, displaying the message: "The Maximum File Size for attachments is 5 MB" with an "OK" button. Below the alert, the text "Quality Assurance" and "Additional Information" is displayed. At the bottom, a grey navigation bar contains the text "Panther ID: [redacted]" and three buttons: "Submit Form", "Attachments", and "Print".



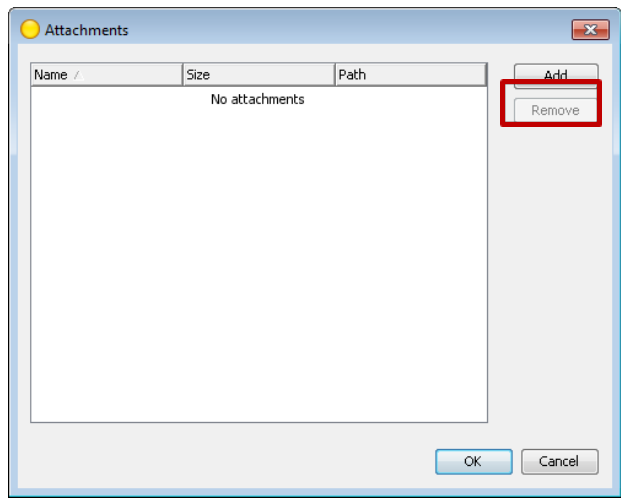
To submit this form online continue to step 5. If you choose NOT to submit online, skip to Step 9.

5. To add an attachment, click on the **attachments** button.

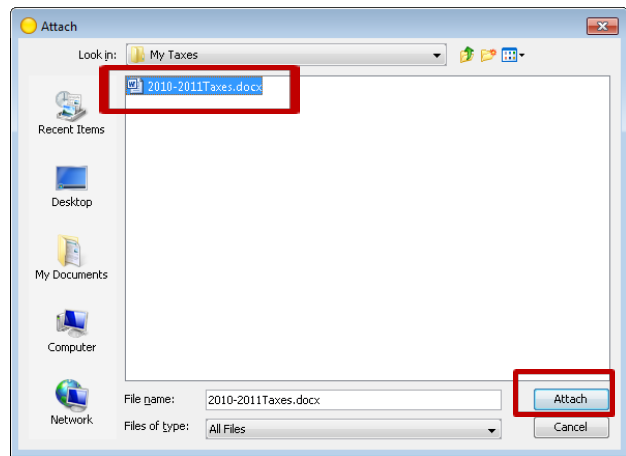


The screenshot shows the top of the FIU Financial Aid Office website. On the left is the logo for FIU Florida International University Financial Aid Office. On the right is a barcode with the number 125486712MVER: 2. A blue script alert box is centered, displaying the message: "The Maximum File Size for attachments is 5 MB" with an "OK" button. Below the alert, the text "Quality Assurance" and "Additional Information" is displayed. At the bottom, a grey navigation bar contains the text "Panther ID: [redacted]" and "Student Name: John M Doe". Below this, there is contact information for the Financial Aid Office. At the very bottom, a grey navigation bar contains three buttons: "Submit Form", "Attachments" (highlighted with a red box), and "Print".

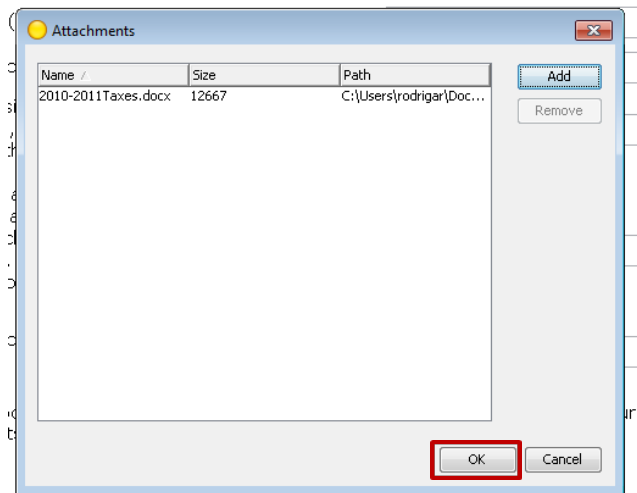
6: A new dialog box will pop up. Click on the **Add** button to add an attachment. **Note:** Attach a copy of your documents in PDF format.



7: Select the file to attach and Click on the **attach** button.



The box will change to display the document you have attached. If you have more than one document to attach, repeat Step 5 to add another attachment. When you are done attaching all documents click on the OK button.



The quantity of documents you have attached will be displayed at the bottom of the form.

8: Once you're done attaching your documents, click on the Submit Form to complete the form submission. A confirmation email will be sent to your FIU email account confirming your submission has been received.

9: Click the **Print button on the form and fax with ALL required and SIGNED documents to **305-348-0333**. Do not create your own coversheet. The barcode information on the form will be used to identify students.** If you are required to submit additional documentation, you will be notified via your FIU email and your "To Do List".