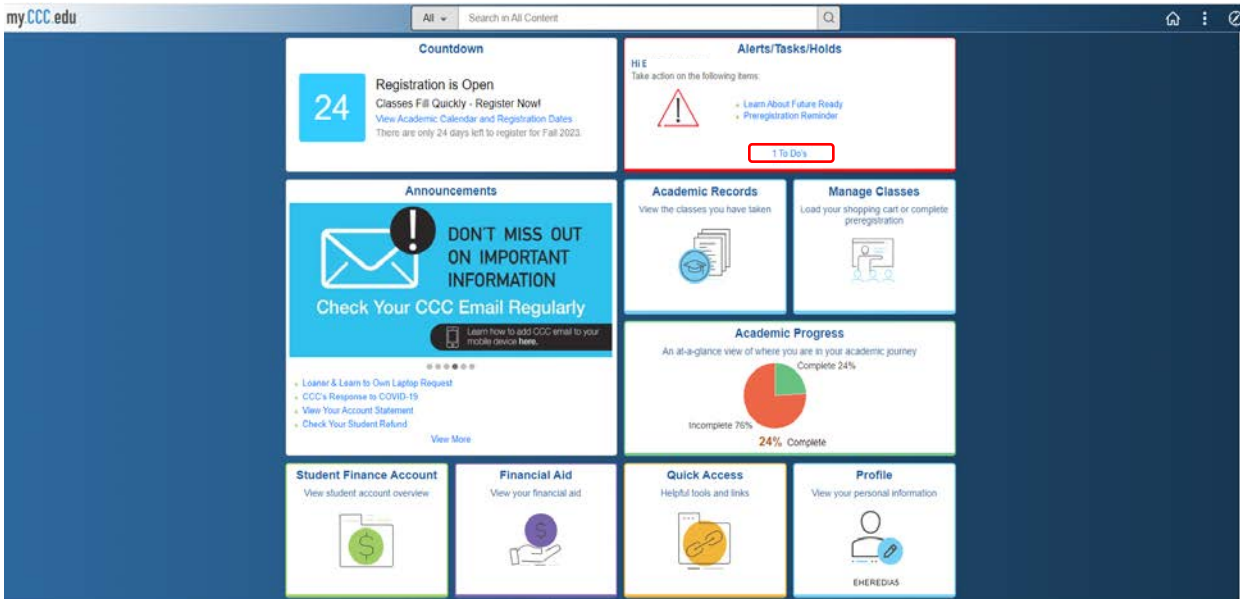


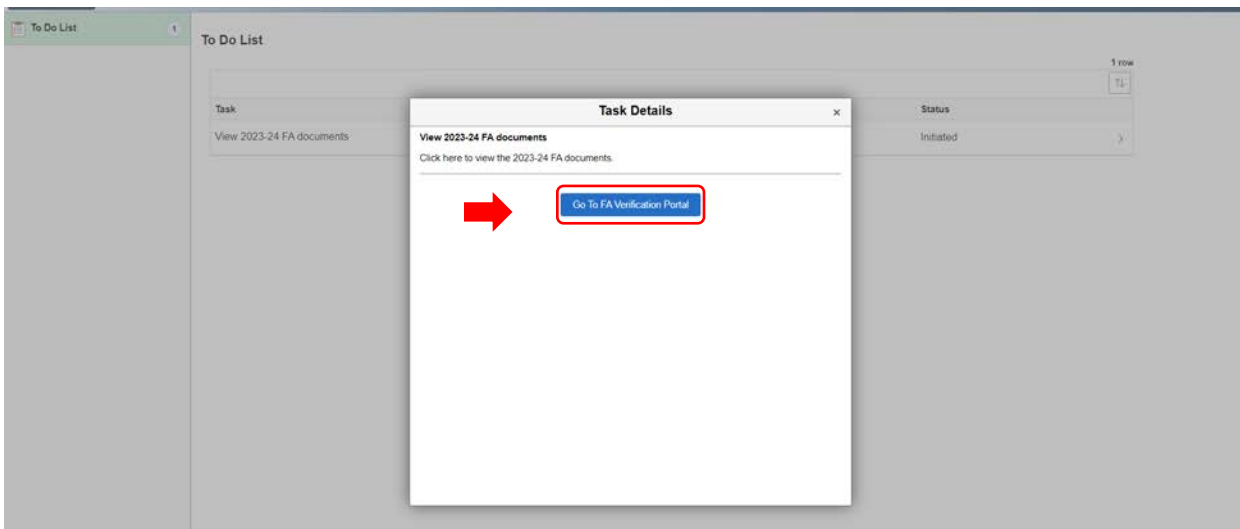
Log in to your student portal at my.ccc.edu. Click on the link **To Do's** under the **Alerts/Tasks/Holds** box.



You will then be directed to your **To Do List**. Click on **View 2023-24 FA Documents** to proceed to the necessary documents you will need to submit to attain financial aid.



A pop-up box will appear to direct you to the **FA Verification portal**, please make sure to click on the blue box to proceed.



You will see a list of documents that you will need to submit in order to see if you are eligible for financial aid.

**Independent students** – You will be able to complete your verification worksheet electronically. Please make sure to read and complete the verification.

**\*Dependent Students** – You will be able to download your verification form and complete it physically or electronically and upload it through your student portal. Please see the steps below.

Click on the **blue hyperlink 2023-24 V1 Depo** to access the verification worksheet.

**Financial Aid Checklist and Document Upload Portal - 2023-2024**

Documents uploaded here will be reviewed by staff and your To Do List will be updated. This may take several days, please check back periodically. If you need assistance or have any questions, contact the Financial Aid Office at your campus. After satisfying all requirements, a notification regarding your financial aid award package will be sent to your CCC e-mail address. As always, please contact the Financial Aid Office with any questions. You can access Virtual Student Services by visiting [www.ccc.edu/VSS](http://www.ccc.edu/VSS)

**Financial Aid Year 2023-2024**

To Do Items	Current Status/Status Date
<b>2023-24 V1 Dep Verif Worksheet:</b> Please complete, sign and upload the <b>2023-24 V1 Dependent</b> verification Worksheet. Be sure at least one of your parents on the FAFSA has signed the worksheet.	Initiated <span style="color: red;">!</span> 05/17/2023 12:00:30AM
<b>2023-24 V1 Ind Verif Worksheet</b> Please complete and sign the 2023-24 V1 Independent Verification Worksheet.	Denied <span style="color: red;">!</span> 04/09/2023 12:05:25PM
<b>2021 Parent Tax Transcript</b> If your parent(s) filed a federal tax return with the IRS, they should use the IRS Data Retrieval Tool ( <a href="https://irma.irs.gov/">https://irma.irs.gov/</a> ). With just a few simple steps, your parent(s) can transfer information from their 2021 IRS tax return directly into your FAFSA. If your parent(s) are not able to use the IRS Data Retrieval Tool, upload their IRS tax transcript. The IRS Data Retrieval Process.	Initiated <span style="color: red;">!</span> 05/17/2023 12:00:30AM
<b>2021 Student Tax Transcript</b> The IRS Data Retrieval Process. If you filed a federal tax return with the IRS, please use the IRS Data Retrieval Tool ( <a href="https://irma.irs.gov/">https://irma.irs.gov/</a> ). With just a few simple steps, you can transfer information from your 2021 IRS tax return directly into your FAFSA. If you are selected for verification by the U.S. Department of Education, all tax filers listed on your FAFSA will be required to upload an official IRS Tax Return Transcript or a Signed copy of your 2021 IRS tax return for the base (previous) year.	Initiated <span style="color: red;">!</span> 05/17/2023 12:00:30AM
<b>2023-24 V0 Dep Verif Worksheet:</b> Please complete and sign the 2023-24 V0 Dependent Verification Worksheet. Be sure at least one of your parents on the FAFSA has signed the worksheet. Documentation to support high school completion status, Identity Statement of Educational Purpose may not be uploaded. You must physically bring this document to the Financial Aid Office.	Received <span style="color: red;">!</span> 07/09/2023 7:56:44AM

Once you click on the hyperlink you will see the verification worksheet that can be filled out. Please make sure to read each section carefully and complete the worksheet. **We will only accept the form with a wet-signature.**

**\*Make sure to take pictures of the completed form or save it to your computer to be able to upload.**

**CITY COLLEGES OF CHICAGO**

Student ID #: \_\_\_\_\_

**2023-2024 Verification Worksheet**  
 Dependent Student - Tracking Group V1

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding federal student aid, we may ask you to confirm the information you and your parents reported on your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. **Your school may ask for additional information.** If you have questions about verification contact your financial aid administrator as soon as possible, so that your financial aid will not be delayed.

Complete **both sides** of this form.

**A. STUDENT INFORMATION**

Last Name		First Name	M.I.	
Street Address		City	State	Zip Code
Date of Birth	Cell Phone		Home Phone	
Email				

**B. FAMILY INFORMATION**

List the people in your parents' household, include:

- Yourself and your parent(s) (including stepparent, biological parents living together and not married), and
- Your parents' other children if (a) your parents will provide more than half of their support from July 1, 2023 through June 30, 2024, with the children would be required to provide personal information when applying for Federal Student Aid, and
- Other people if they now live with your parent(s), and your parent(s) provide more than half of their financial support and will continue to provide more than half of their support from July 1, 2023 through June 30, 2024.

Also write in the name of the college any household member, except your parent(s), will be attending at least half time between July 1, 2023 and June 30, 2024, and will be enrolled in a degree, diploma, or certificate program at an eligible postsecondary educational institution. If you need more space, attach a separate page.

Household Member:	Age	Relationship to Student	Current College or University	Will be Enrolled at Least Half Time?
Full Name				
		Self	City Colleges of Chicago	

Once you have completed the document, please make sure to upload the verification worksheet and documentation requested to complete the verification process. To upload the documentation, go back to the FA Checklist Portal and click on the item you wish to upload.

**Financial Aid Checklist and Document Upload Portal - 2023-2024**

Documents uploaded here will be reviewed by staff and your To Do List will be updated. This may take several days, please check back periodically. If you need assistance or have any questions, contact the Financial Aid Office at your campus. After satisfying all requirements, a notification regarding your financial aid award package will be sent to your CCC e-mail address. As always, please contact the Financial Aid Office with any questions. You can access Virtual Student Services by visiting www.ccc.edu/VSS

indicates a file upload or worksheet submission required. Please allow 2-4 business days for the documents to be reviewed.  
Financial Aid Year 2023-2024

To Do Items	Current Status/Status Date
<b>2023-24 V1 Dep Verif Worksheet</b> Please complete, sign and upload the 2023-24 V1 Dependent Verification Worksheet. Be sure at least one of your parents on the FAFSA has signed the worksheet.	Initiated 09/17/2023 12:00:00AM
<b>2023-24 V1 Ind Verif Worksheet</b> Please complete and sign the 2023-24 V1 Independent Verification Worksheet.	Denied 04/09/2023 12:05:25PM
<b>2021 Parent Tax Transcript</b> If your parent(s) filed a federal tax return with the IRS, they should use the IRS Data Retrieval Tool (https://ftps.ed.gov/). With just a few simple steps, your parent(s) can transfer information from their 2021 IRS tax return directly into your FAFSA. If your parents are not able to use the IRS Data Retrieval Tool, upload their IRS tax transcript. The IRS Data Retrieval Process.	Initiated 09/17/2023 12:00:00AM
<b>2021 Student Tax Transcript</b> The IRS Data Retrieval Process. If you filed a federal tax return with the IRS, please use the IRS Data Retrieval Tool (https://ftps.ed.gov/). With just a few simple steps, you can transfer information from your 2021 IRS tax return directly into your FAFSA. If you are selected for verification by the U.S. Department of Education, all tax files listed on your FAFSA will be required to upload an official IRS Tax Return Transcript or a Signed copy of your 2021 IRS tax return for the base (previous) year.	Initiated 09/17/2023 12:00:00AM
<b>2023-24 V8 Dep Verif Worksheet</b> Please complete and sign the 2023-24 V8 Dependent Verification Worksheet. Be sure at least one of your parents on the FAFSA has signed the worksheet. Documentation to support High School completion status, Identity/Statement of Educational Purpose may not be uploaded. You must physically bring this document to the Financial Aid Office.	Received 07/09/2023 7:56:44AM



You will be sent to a different web page to upload, which should look like the image below. Click on Attach Verification V1 Dependent to upload.

Upload Form

**CITY COLLEGES OF CHICAGO**

**Student Information**

Student ID\*  First Name  Last Name   
 Award Year  Campus Code

**Verification Worksheet V1 Dependent**  
 Please complete, sign and upload the V1 Dependent Verification Worksheet. Be sure at least one of your parents on the FAFSA has signed the worksheet.

[Attach Verification Worksheet V1 Dependent](#)



Once you click on **Attach Verification Worksheet V1 Dependent** you will be able to select your saved document or upload pictures of the documents you wish to upload. If you have successfully uploaded you will see a hyperlink of the documents you have uploaded. If you have uploaded your document, click submit.

Upload Form

**CITY COLLEGES OF CHICAGO**

**Student Information**

Student ID\*  First Name  Last Name   
 Award Year  Campus Code

**Verification Worksheet V1 Dependent**  
 Please complete, sign and upload the V1 Dependent Verification Worksheet. Be sure at least one of your parents on the FAFSA has signed the worksheet.

[Pending Student Worker and FWS Hiring Packet\\_01242023.pdf](#) [Remove](#)

[Attach Verification Worksheet V1 Dependent](#)



Make sure to submit all the necessary documents to complete verification. **The Office of Financial Aid will not complete verification with partial documentation. Please allow time for your documents to be reviewed.**

Document has been successfully uploaded.  
Please close this window to return to your student portal.

Upon submission of your document you will receive the message that your document has been successfully received. At this point rest assure that Financial is in the process of receiving your document and will start the review process of all submitted documents in 5 to 7 business days.