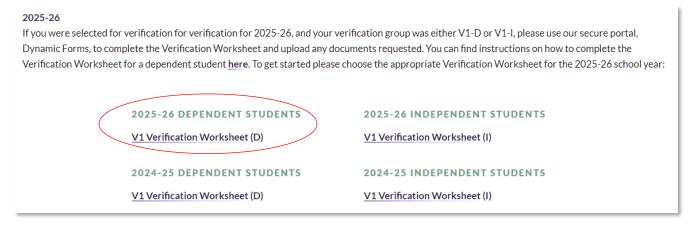
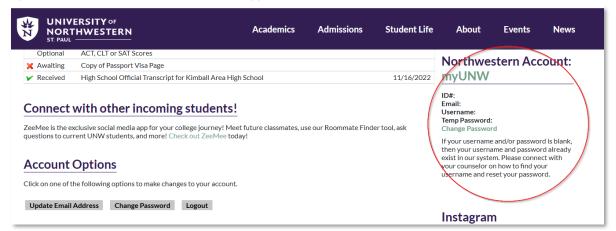
Instructions for Completing the Verification Worksheet - Dependent Students

To complete the Verification Worksheet, please go to: https://unwsp.edu/admissions/financial-aid/financial-aid-forms/, and under 2025-26, please click on V1 Verification Worksheet (D).



1. Log in using your myUNW username and password. **NEW STUDENTS**: If you don't know this information, your myUNW credentials can be found on the <u>Application Portal</u>.



- 2. Before you start the form, you will be asked to provide a **parent's** name and email address. This will allow your **parent** to complete the PARENT sections of your Verification Worksheet after you've completed the STUDENT sections of your Verification Worksheet.
- 3. Complete ALL of the STUDENT sections of the Verification Worksheet. You will have the opportunity to upload tax documents, if needed. You will **NOT** be able to complete the PARENT sections of your Worksheet. Once you've completed the STUDENT sections of your Worksheet, you will be asked to provide your electronic signature. Sign and Submit Form.
- 4. After you have submitted your Worksheet, your PARENT should receive an email with a link to your form. The email will come from 'forms@unwsp.edu.' You parent will need to create a Dynamic Forms account. There will be a link in the email to do this.
- 5. Your parent can then log into your Dynamic Forms using the link provided in the email and the complete the PARENT sections of your Worksheet. Your parent will have the opportunity to upload tax documents, if needed. At the end of the Worksheet, your parent will need to provide their electronic signature, social security number and date of birth. Then your parent can submit your Worksheet. Financial Aid will receive an electronic copy of your Worksheet, and then we'll be able to proceed with verification.