

## 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 2024-25, please click on V1 Verification Worksheet (D).

### 2024-25

If you were selected for verification for verification for 2024-25, and your verification group was either V1-D or V1-I, please use our secure portal, Dynamic Forms, to complete the Verification Worksheet and upload any documents requested. You can find instructions on how to complete the Verification Worksheet for a dependent student [here](#). To get started please choose the appropriate Verification Worksheet for the 2024-25 school year:

2024-25 DEPENDENT STUDENTS

[V1 Verification Worksheet \(D\)](#)

2024-25 INDEPENDENT STUDENTS

[V1 Verification Worksheet \(I\)](#)

1. Log in using your myUNW username and password. **NEW STUDENTS:** Your myUNW credentials can be found on the [Application Portal](#).

### Dr. Corbin Hoornbeek Welcomes You to UNW!

Click on the video below for a congratulations from Northwestern's ninth president!



### Admitted Students Checklist

- After completing the following forms it might take up to 20 minutes for our system to acknowledge your submission and for the checklist icon to be a green checkbox.

### Select Application

Fall 2023 - App

### Northwestern Account: myUNW

ID#:  
Email:  
UNW Username:  
UNW Temp Password:  
[Change Password](#)

If your username and/or password is blank, then your username and password already exist in our system. Please connect with your counselor on how to find your username and reset your password.\* The username and password above will allow you to log into our internal portal [myUNW](#).

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.' Your 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.**