

KHEAA VERIFY PROCESS

Every year some Free Application for Federal Student Aid (FAFSA) applicants are required to verify the information that was submitted on their FAFSA. This process is important to ensure the proper amount of aid is going to the most qualified candidates. If you have been selected for verification, you must provide the information requested or you will not be eligible for state or federal aid. KHEAA is partnering with your school to make sure this process goes as smoothly as possible. Please follow the steps below to start the KHEAA Verify process.

1

Go to kheaa.com and click on the Sign In tab in the upper right hand corner.

2

Sign in or click Register and fill out all the requested information to create an account.

3

If you are a dependent student, your parent or guardian will also need to create an account.

4

Once you are logged in, click KHEAA Verify.

5

Click Student Worksheet to start a new verification worksheet or complete an existing worksheet.

6

Parents click the Parent eSign button to sign your student's worksheet.

Helpful Hints

- Don't leave any lines blank. Type in a 0 if that is the correct answer.
- Make sure your tax returns are signed.
- Provide copies of all the documents that have been requested, including every student and parent W-2 earning statement and any tax schedules that were used.
- Include everyone in your household on the household listing.

If you have additional questions, please call 1.888.678.4625.

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