

## “Verification of Deployment” Instructions

The **purpose of this form** is to verify the date a scholarship recipient actually leaves for overseas ministry. The date of deployment becomes the scholar’s “anniversary date” for loan forgiveness. Each year, at least one month prior to the “anniversary date,” a “Verification of Service” form should be submitted to the Scholarship Office to initiate the loan forgiveness process (form to be provided by the Scholarship Office).

- ✓ The “Verification of Deployment” **should be completed by the sending agency** and submitted electronically to the Scholarship Office. It is an interactive PDF and may be completed, if received electronically, on your computer.
- ✓ You will need **Adobe Acrobat Reader** in order to open the form and complete it.

1. Provide exact location of scholar’s overseas ministry (i.e. city, state/province, country).
2. The date the scholar leaves the US for overseas ministry should be inserted here.
3. Please detail your organization’s ministry goals for the scholar.

4. Signature of Organizational leader completing the form.
  - ✓ You may sign electronically by simply typing your name (for email submission)
  - ✓ You should print the form, sign it manually and fax it to 630-752-5916.
5. Print the name of the person signing the form as well as contact information.

6. If you press this button, a copy of the form will be printed. You will not be able to save the completed form so be sure to print a copy for your records.
7. The completed document may be submitted to the Scholarship Office electronically by pressing this button.