# 2016–2017 Verification

## Identity / Statement of Educational Purposes

### Instructions to complete this form

Students must complete sections A, B, and C and have the option on sections D and E as follows:

- Section D (may be completed by your campus official) - print this form, take proof of identity to your campus and have the campus complete section D; or
- Section E (if you are unable to get to the campus for completion of section D) - print this form, take proof of identity to a Notary and have the notary complete section E. **Note:** Student must provide the school with this original signed and notarized form.

Once you have satisfied sections A, B, C and selected section D, you must have your Financial Aid Officer scan or fax into your electronic file. If you selected section E, see “**Note**” above.

### A. Student’s Information (please print)

<table>
<thead>
<tr>
<th>Student’s Last Name</th>
<th>Student’s First Name</th>
<th>Student’s M.I.</th>
<th>Student ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student’s Street Address (include apt. no.)</th>
<th>Student’s Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Student’s Home Phone Number (include area code)</th>
<th>Student’s Alternate or Cell Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### B. Identity / Statement of Educational Purposes

A student must appear in person and present the following documentation to an institutionally authorized individual to verify the student’s identity. If a student is unable to appear in person (ex: Online student), he or she must provide a copy of the following documents:

- An unexpired valid government-issued photo identification, such as but not limited to:
  - Driver’s license;
  - State issued identification (Non-drivers license);
  - Passport

### Submit this form to your local Express Enrollment Center or the Financial Aid Office.

For contact information visit https://www.ivytech.edu/financial-aid/index.html
C. **Statement of Educational Purpose**

I certify that I ___________________________ am the individual signing this Statement of Educational Purpose and that the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending ___________________________ for 2016-2017.

_________________________________________  ___________________________
Student’s Signature                                      Date

_________________________________________
Student’s ID Number

D. **(School Use) Verification and Signature**

My signature below certifies that I am an authorized representative of this school and that I have personally reviewed the identification document(s) submitted by the student.

**Note:** A copy of the student’s unexpired valid government issued ID(s) has been made and placed in the student’s file.

Identification documents were presented by the student to me on this date: ____/____/_____

_________________________________________  ___________________________
Authorized School Official’s Printed Name                                      Title

Signature

E. **Notary’s Certificate of Acknowledgement**

State of _____________________________________________

City/County of _____________________________________________

On ____________________________, before me, _____________________________ , personally appeared _____________________________ , and proved to me on basis of satisfactory evidence of identification ___________________________, to be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal

(seal)  _____________________________

(Notary Signature)

My commission expires on ____________________________

**Note:** Please remember that if you choose to have this form notarized you will need to mail this original form to your financial Aid office.