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 and a copy of the photo ID you presented to the Notary Public.

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)

_____________________________________________________________
Student’s Last Name           Student’s First Name  Student’s M.I.

_____________________________________________________________
Student’s Street Address (include apt. no.)

_____________________________________________________________
City            State           Zip Code

_____________________________________________________________
Student’s Home Phone Number (include area code)

C. Student’s ID#

_____________________________________________________________
Student’s Email Address

_____________________________________________________________
Student’s Alternate or Cell Phone Number

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-driver’s license);
  - Passport

ISEP20
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 2020-2021.

_________________________________________________  _______________________________
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, ____________________________, (Notary’s Name), personally appeared ____________________________, (Student’s Printed Name), and proved to me on the 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. Include a copy of the photo ID you presented to the Notary Public.