A. IN PERSON (Make sure that student’s ID is on all submitted documents)

The student must appear in person at the CLTCC Financial Aid Office to verify his or her identity by presenting a valid government-issued photo identification (ID), such as, but not limited to, a driver’s license, other state-issued ID, or passport. The institution will maintain a copy of the student’s photo ID that is annotated with the date it was received and the name of the official at the institution authorized to collect the student’s ID. In addition, the student must sign, in the presence of the Institutional Official or Notary, the following:

PROOF OF HIGH SCHOOL COMPLETION: (CLTCC Staff use only - Check which applies)

- Proof of high school equivalency
- Copy of final official high school transcript that shows the date when the diploma was awarded
- Copy of GED

Copy of document received. Date received: _____________ Accepted by: _____________________________

Statement of Educational Purpose

I certify that I (Print Student’s Name) _____________________________ 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 the college for the current aid year. (If submitting by mail – student’s signature must be witnessed by a Notary.)

_________________________ Student’s Signature ____________ Date ____________ Staff Witness Initials ____________

B. BY MAIL (Originals required, fax/email not acceptable) If the student is unable to appear in person at the CLTCC Financial Aid Office to verify his or her identity, the student must provide both items listed below to a Notary:

I) copy of the valid government-issued photo identification (ID) that is acknowledged in the notary statement below, such as but not limited to a driver’s license, other state-issued ID, or passport; and

II) The original notarized Statement of Educational Purpose provided below.

Notary’s Certificate of Acknowledgement

State of ___________________________ City/County of ___________________________ On (Date)______________, before me (Notary’s name), ___________________________ personally appeared (printed name of Signer), ___________________________, and provided to me on basis of satisfactory evidence of identification (Type of government-issued photo ID provided) ___________________________ to be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal ___________________________ My commission expires on ___________________________

Notary Signature ___________________________ Date ___________________________