

**This form is for students unable to appear in-person and/or through live video to present unexpired valid government issued photo identification to Columbia University authorized personnel:**

*Students who appear in-person and/or through live video to present unexpired valid government issued photo identification to Columbia University Authorized Personnel are not required to complete this form.*

## **STEP 1 – STUDENT INFORMATION**

*(to be completed by the student)*

<i>Student Last Name</i>	<i>Student FirstName</i>	<i>Student ID Number</i> <small>(C000000000)</small>
<i>Student Permanent Address</i> <small>(include residence and apt. no)</small>	<i>City/State/Zip</i>	<i>Student Date of Birth</i>
<i>Student Local Phone No.</i>	<i>Student Permanent Phone No.</i>	<i>StudentEmail Address</i>

## **STEP 2 – ACCEPTABLE DOCUMENTATION**

*(to be reviewed by the student and notary)*

**If you are unable to appear in-person and/or through live video to complete identity verification, you may provide a copy of your unexpired valid government-issued photo identification (ID) that is presented to a notary and:**

- Acknowledged in the notary statement below; **or**
- Acknowledged by a notary on a separate page.

*Unexpired valid government-issued photo identification (ID) may include, but is not limited to:*

- A driver’s license;
- Other state-issued ID; or
- A passport.

**Please Note:** unexpired valid government-issued photo identification (ID) acknowledged by a notary must be mailed to your [Financial Aid Office](#) and cannot be accepted in electronic formats

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**STEP 3 – NOTARY ACKNOWLEDGMENT**

*(to be completed by the notary)*

***Notary’s Certificate of Acknowledgment***

State of \_\_\_\_\_

City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_, personally  
*(Date)* *(Notary’s Name)*

appeared, \_\_\_\_\_, and proved to me on basis of  
*(Printed Name of Signer)*

satisfactory evidence of identification \_\_\_\_\_ to be the above-  
*(Type of government-issued photo ID provided)*

named person who signed the foregoing instrument.

**WITNESS my hand and official seal**

*(seal)*

My commission expires on \_\_\_\_\_  
*(Expiration Date)* *(Notary’s Signature)*

**STEP 3 – STUDENT CERTIFICATION**

*(to be completed by the student)*

**By signing this worksheet, I certify all the information reported is complete and correct and that the unexpired valid government-issued photo identification (ID) described in STEP 3 is attached:**

\_\_\_\_\_  
*Student signature* *Signature Date*

\_\_\_\_\_  
*Student First and Last Name* *Student ID Number*  
*(printed)* *(C000000000)*

***NOTE: Additional income and/or tax documentation may be required beyond that noted on this worksheet. Review your outstanding document requirements for additional information; contact the [Financial Aid Office](#) at your school with questions.***