

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:

STEP 1 – STUDENT INFORMATION

(to be completed by the student)

Student Last Name	Student FirstName	Student ID Number <i>(C00000000)</i>
Student Permanent Address <i>(include residence and apt. no)</i>	City/State/Zip	Student Date of Birth
Student Local Phone No.	Student Permanent Phone No.	StudentEmail Address

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.