



**Instructions for in-person submission:** Visit our office with your unexpired valid government-issued photo ID. Complete this form in the presence of a Financial Aid Staff Member. We will make a copy of your photo ID and upload the documentation to your financial aid file.

**Instructions for mail submission:** Present this blank form and a copy of an unexpired valid government-issued photo ID to a notary. Complete the 2nd page of this form in the presence of the notary. The notary will complete the notarization on page 2. Mail this form AND a copy of your photo ID to our Financial Aid Office.

Student's Longwood ID# \_\_\_\_\_ Email: \_\_\_\_\_

Student's Full Legal Name \_\_\_\_\_  
(Please print clearly) Last First Middle

**To Be Signed at the Institution**

The student must appear in person at Longwood University to verify his or her identity by presenting an unexpired valid government-issued photo identification, such as, but not limited to, a driver's license, other state-issued photo identification, or U.S. passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed 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, the Statement of Educational Purpose provided below:

<b><u>Statement of Educational Purpose</u></b>	
<i>I certify that I _____ am the individual signing this</i> (Print Student's Name)	
<i>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 Longwood University for 2024-2025.</i>	
Student Signature: _____	Date: _____
Student ID Number: _____	
_____	_____
<b>Longwood University FA Witness Signature</b>	<b>Date</b>

*Federal financial aid guidelines require the Financial Aid Office to collect and maintain this documentation as part of your file. This form must be returned in person and signed in front of an Office of Financial Aid staff member OR the original documents must be mailed after notarization (fax not permitted).*

**Online Notaries are not accepted**  
**Electronic copies of this document are not accepted.**



**To Be Signed in the Presence of a Notary**

If the student is **unable to appear in person** at Longwood University to verify his or her identity, the student must provide:

- a) A copy of an unexpired valid government-issued photo identification such as, but not limited to, a driver's license, other state-issued photo identification, or U.S. passport that is acknowledged in the notary statement or that is presented to a notary; **and**
- b) An original notarized Statement of Educational Purpose, which is provided below, must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this  
(Print Student's Name)

*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 Longwood University for 2024-2025.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

**Notary's Certificate of Acknowledgment**

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

On \_\_\_\_\_ before me, \_\_\_\_\_  
(Date) (Notary's Name)

personally appeared, \_\_\_\_\_ and provided to me on basis of  
(Printed name of student)

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

\_\_\_\_\_  
(Notary Signature & Reg.#)

(seal)

My commission expires: \_\_\_\_\_

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