



VITERBO
UNIVERSITY

2023-2024

Identity and Statement of Educational Purpose

Student Full Name _____ SSN or Viterbo ID # _____
(Please Print)

The student has two options for providing documentation of identity – “In Person” (A) or “By Mail” (B). This form may NOT be faxed or emailed and must be presented/submitted along with acceptable documentation.

A. “In Person” Verification:

The student must appear in person at the Viterbo University Financial Aid Office (Murphy Center – Room 218) and present an original, unexpired, valid government-issued photo ID, such as a driver’s license, other state-issued ID, or passport. The Financial Aid Office will make a copy of the ID for the student’s financial aid record, witness the student signature in Section C of this form, and complete Section E.

B. “By Mail” Verification:

The student must present a Notary Public with an original, valid government-issued photo ID (acceptable variations identified in Section A).

The Notary will witness the student’s signature in Section C and complete Section D.

Student will mail this completed form, along with a copy of the government-issued ID witnessed by the Notary, to the Viterbo University Financial Aid Office.

C. Statement of Educational Purpose (To be signed by student in presence of Notary or Viterbo Financial Aid Office official)

I certify that I, _____, am the individual signing this *Statement of Educational Purpose* and that the Federal student assistance I may receive will only be used for educational purposes and to pay for the cost of attending Viterbo University for 2023-2024.

Student’s Signature

Student’s ID Number

Date

D. NOTARY’S CERTIFICATE OF ACKNOWLEDGEMENT (To be completed by Notary Public ONLY)

State of _____

City/County of _____

On _____, before me, _____
(Date) (Notary’s name)

personally appeared, _____, and provided to me
(Printed Name of Student)

on the 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 (Notary signature) _____

My commission expires on (Date) _____

(seal)

E. FINANCIAL AID OFFICE CERTIFICATE OF ACKNOWLEDGEMENT (To be completed by Viterbo* ONLY):

Type of Government-Issued Photo ID _____ Date Received _____

Financial Aid Official's Name (print legibly) _____

FAO Official's Signature _____

If submitting this form and supporting documentation via surface mail, please mail to the address indicated below, along with a copy of the ID used by the Notary to confirm your identity.

Financial Aid Office
Viterbo University
900 Viterbo Drive
La Crosse WI 54601

**THIS FORM MAY NOT BE FAXED OR
EMAILED. ONLY ORIGINAL SIGNATURES
WILL BE ACCEPTED.**

***ONLY FINANCIAL AID OFFICE PERSONNEL
ARE AUTHORIZED TO VERIFY YOUR
INFORMATION, AND SIGN THIS FORM, WHEN
PRESENTED IN PERSON.**