



**VITERBO**  
UNIVERSITY

**2024-2025**

**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 2024-2025.

\_\_\_\_\_  
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.**