

# Identity Verification Worksheet

## In Person

### 2026-2027



Financial Aid Office  
1700 SW College • Topeka, KS 66621  
(785) 670-1151 • (785) 670-1079 fax  
washburn.edu/financial-aid • financialaid@washburn.edu

Student Name

WIN

Please allow at least 2 weeks for processing after all required documents have been submitted. Documents submitted between July 1, 2026 and August 31, 2026 may take longer to process.

The student must appear **in person** at Washburn University or Washburn Tech to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or 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 receive and review the student's ID. Temporary, paper state-issued driver's licenses or IDs are not acceptable documentation.

Name of Valid Photo ID	Issuing Authority of Valid Photo ID	ID Number	Expiration Date

#### Certification and Signature

I certify that all the information reported on this worksheet is complete and correct.

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

Student's Signature

Date

#### To be completed by Washburn Official only:

Name and Title of Washburn Official

Signature of Washburn Official

Date

\_\_\_ Unexpired photo ID copied, annotated with date it was received and reviewed, and attached

\_\_\_ Confirmed that photo ID is valid and does not appear fraudulent