

Identity Verification Worksheet

Off Campus

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 provide to the institution:

(a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented **in person** to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport (temporary, paper IDs are not acceptable documentation); **and**

(b) The original Identity Verification Worksheet, which must be notarized. If the notary statement appears on a separate page than the Identity Verification, there must be a clear indication that the Identity Verification was the document notarized.

Certification and Signature

I certify that I am unable to appear in person on campus and all 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 the Notary:

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

Notary's Certificate of Acknowledgement

State of _____ City/County of _____

On _____, before me, _____,

(Date)

(Notary's name)

personally appeared, _____, and proved to me

(Printed name of signer)

because of satisfactory evidence of non-fraudulent identification to be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal

(seal)

(Notary signature)

My commission expires on _____