



Dear Student,

Recently, the Department of Education has updated its process for institutions that receive photocopies of US Citizenship/Permanent Resident documentation(s). You have two options to resolve these documentation requirements:

1. You may come to Fuller and bring your document(s). We will then photocopy those to be used for your file.
2. If you cannot come to Fuller in person, you can send us a photocopy of your documentation. However, you will have to fill out an Affidavit and it must be completed before a notary. You must send both the photocopy and Affidavit by mail. Please retain a copy for your records.

We have included the Affidavit Form with this letter.

If you decide to mail in your documents to us, please send it to:

Fuller Theological Seminary
Attn: Student Financial Services
135 N. Oakland Avenue
Pasadena, CA 91182

Please contact us if you have any questions.

Sincerely,

Student Financial Services

CERTIFICATION OF TRUE, EXACT, AND COMPLETE COPY OF THE ORIGINAL DOCUMENTS

This form is for the collection of DHS or other U.S. citizenship/nationality documents from students unable to present their documents in person.

I certify that I, _____, am the individual signing this statement, and I am providing a copy of my documents along with a copy of a valid government-issued photo identification card bearing my portrait (or likeness).
(Print student's full name)

I certify that the attached documents and government issued photo identification are the true, exact, and complete copies of the originals issued to me.

List of document(s):

<u>NAME OF VALID PHOTO ID</u>	<u>EXPIRATION DATE OF VALID PHOTO ID</u>	<u>ISSUING AUTHORITY OF VALID PHOTO ID</u>

<u>NAME OF CITIZENSHIP AND/OR IMMIGRATION DOCUMENT (S)</u>	<u>EXPIRATION DATE (IF ANY) OF CITIZENSHIP AND/OR IMMIGRATION DOCUMENT (S)</u>

I understand that providing false or misleading information or documents is punishable by fine or imprisonment and may make me liable for repayment of any funds received on the basis of the information and documents I have provided.

Student's Signature

Student's ID Number

Date

*Sign in the presence of a notary public

*Area for stamp or seal of notary