Financial Aid Office
125 South 2nd St. Arkansas City, KS 67005
Phone: 620.441.5304 | Fax: 620.441.5575
Email: financialaid@cowley.edu

Cowley College
2026-2027
Statement of Identity

The student is requested to appear in person at Cowley College or one of our outreach sites 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.

If a student is unable to appear in person at one of the Cowley College sites, the student must provide a **copy** of their **unexpired,** valid government-issued photo identification (ID), such as a driver's license, other state-issued ID, or passport, and that is acknowledged in the notary statement below once presented to the notary. Once notarized, you will need to **mail a copy of the ID and this form** to our office.

- Due to Department of Education regulations, faxed and emailed copies **will not** be accepted.

IF SUBMITTING IN PERSON

To be completed by an authorized Cowley College staff member:

Cowley ID:_____   ID Type:_____

Date:_____   ID Number:_____

Staff Signature:_____

NOTARY OPTION

State of_____City/County of _____, on_____
                                                                                                                                                   (Date)

before me, _____, personally appeared,_____, and
                    (Notary's Name)   (Printed Name of Signer)

provided to me on the basis of satisfactory evidence of identification

_____,
        (Type of Gov't Issued Photo ID)   (Gov't Issued ID number)

to be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal   _____

(Seal)   Notary Signature

                                                                                    Date My Commission Expires:_____

If the student is not able to appear in person and is not able to access a notary to complete one of the above two options, the student may reach out to our office to schedule a video call to verify their identity. The valid state-issued ID or passport will still be required during this meeting, and a valid and legible copy must be submitted by the student to our office. The financial aid staff will verify and make appropriate documentation during the video call, showing proof of validation from our staff. If this method is needed by the student, please contact our office at: financialaid@cowley.edu or by calling 620.441.5304