

## Additional Information Form

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The purpose of this form is to validate demographic and identity information submitted to the University of Maryland Global Campus (UMGC) related to educational records including but not limited to the admissions application, institutional forms, and/or governmental applications. Your personal information and documents will be stored securely and treated in accordance with the Family Educational Rights and Privacy Act of 1974.

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### I. Student Information

Student's ID #:  Student's Name: \_\_\_\_\_

Permanent Street Address: \_\_\_\_\_  
(As entered on the admissions application)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(MM/DD/YYYY)

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Submit with this form the following documentation:

- ☐ Color copy of government-issued, valid, unexpired photo identification (front and back)
- ☐ Color Copy of Social Security Card
- ☐ Copy of Birth Certificate
- ☐ Proof of Address: submit one of the following documents that has your full name and complete address (mark selection):
  - ☐ Utility bill (e.g., gas, electric, water, etc.) (within the last 30 days)
  - ☐ Mortgage statement (within the last 30 days)
  - ☐ Rental statement (within the last 30 days)

Alternative documentation can be submitted if you are unable to provide one of the above documents. Acceptable alternatives include but are not limited to a pay stub from your employer, correspondence from a government agency (e.g. Internal Revenue Service, Social Security Administration, Department of Motor Vehicles, Board of Elections). As above, any third-party documents corroborating your address should be in your name and dated within the last 30 days.

**Supplemental Information**

Use the space below to include any additional information you feel will be helpful in verifying your identity. Please also let us know of any identity theft issues you have experienced.

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**II. Identity Verification**

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**Instructions:** Submit the notary's certificate of acknowledgement form below along with a color copy (front and back) of an unexpired, valid government-issued photo identification (ID) such as, but not limited to, a driver's license, other state-issued ID, or passport. *Please note:* UMGC cannot accept Military ID card copies per Title 18, U.S. Code, Part I, Chapter 33, Section 701. Therefore, they cannot be used to complete this requirement.

**Student's Statement and Signature:** By signing this form, I attest that I am the person whose name and identifying information was submitted to UMGC. I understand that the falsification of any information provided on educational records including the admissions application, institutional records, financial aid applications or this form will result in a termination of financial aid processing at UMGC, withdrawal from courses, and/or referral to student judicial affairs. I understand that UMGC will report any information believed to be fraudulent to the U.S. Department of Education, Office of Inspector General, other federal, state and/or local agencies for further investigation.

**Student Signature** \_\_\_\_\_

*(Must be signed by hand, not typed)*

**Print Name** \_\_\_\_\_

**Date** \_\_\_\_\_

### ***Notary's Certificate of Acknowledgement***

State of \_\_\_\_\_

City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_  
(Date) (Notary's printed name)

personally appeared, \_\_\_\_\_, and proved to me  
(Printed name of Student)

on the basis of satisfactory evidence of identification \_\_\_\_\_  
(Type of unexpired government-issued photo ID provided)

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

***WITNESS my hand and official seal***

\_\_\_\_\_  
(Notary's signature)

My commission expires on \_\_\_\_\_  
(Date)

