



Financial Aid Office
3750 Cleary Dr. Howell, MI 48843
PHONE: (800) 686-1883 Ext. 6504

<https://www.cleary.edu/admissions/financial-aid/>

2025-2026 PROOF OF IDENTITY OPTION #1 - TO BE SIGNED AT THE INSTITUTION

Student Name (please print)

Phone Number (including area code)

Student ID Number

Complete Option #1 if you can return this form in person. If you cannot appear in person, complete Option #2 on the next page. ****This form and documentation cannot be uploaded to your financial aid portal. ****

OPTION #1: To Be Completed in Person with a Cleary University Official (in the presence of)

The student must appear in person at Cleary University's Financial Aid Office, 3750 Cleary Dr, or a Cleary University affiliate office, to verify their 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 annotated by the institution with the date it was received and reviewed, the name of the authorized official at the institution, and their signature verifying the student's ID was reviewed.

Cleary Official: Place ID in this box when copying

Original and Valid ID must be presented to a Cleary Official

Student Signature

Date

Student ID#

Name of Authorized Individual

Signature of Authorized Individual



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2025-2026 PROOF OF IDENTITY OPTION #2 – TO BE COMPLETED WITH A NOTARY

Student Name (please print)

Phone Number (including area code)

Student ID Number

OPTION #2: To Be Completed With (In The Presence Of) A Notary

If the student is unable to appear in person at Cleary University, 3750 Cleary Dr, to verify their identity, the student must provide the institution:

- (a) A legible copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; and certify below:

I certify that I (Print Student's Name) _____ am the individual signing this Proof of Identity form and that the Federal student financial assistance I may receive will only be used for educational purposes associated with attending Cleary University for 2025-2026.

**** A virtual appointment may be required if additional information is necessary upon receipt of this notary certification.**

Student Signature

Date

Student ID Number

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

State of: _____ City/County of: _____

On (Date) _____ before me, (Printed Name of Notary) _____

personally appeared, (Printed Name of Signer) _____ and proved to me on basis of

satisfactory evidence of photo identification (Type of government-issued photo ID provided) _____
to be the above-named person who signed the foregoing instrument.

Witness my hand and official seal
(Seal)

(Notary Signature) _____

My commission expires on (Date) _____