Instructions
Use the following checklist to ensure that all necessary procedures are completed before submitting your notarized documentation. If you have any questions please email identitymanagement@ashford.edu.

What do I need to do?

□ Print the Notarized Documents Request/Statement of Educational Purpose form(s)
  - Two (2) form versions are included: 2015-16 and 2016-17.
  - **VERIFY AWARD YEAR ON TOP RIGHT OF FORM MATCHES AWARD YEAR REQUIRED**
    - This can be found in the initial request email you received.
    - One or both versions may be required. We recommend you complete both.

□ Obtain a copy of List A item
  - Cannot be expired; Military Identification NOT accepted

□ Obtain a copy of List B item
  - Social Security cards and wireless bills are NOT accepted
  - Utility bill statement and printed earnings statement must be within 90 days.
  - Government benefits statement includes, but not limited to: SNAP, TANF, Social Security, Cash assistance, etc. Ensure you submit a statement indicating the benefits currently received as we cannot accept benefit identification cards.
  - DMV registration must be valid.

How does the notarization work?

□ Find a notary in your area or schedule an appointment for notarization with The UPS Store (details on next page).

□ Sign and date the ‘Statement of Educational Purpose’ while at the notary.

□ Sign the copy of the List A document while at the notary.

□ Notary completes all fields in the ‘Notary’s Certificate of Acknowledgement’ section
  - Ensure notary writes the title of the List A document you presented in this section
  - Ensure notary signature and stamp/seal are visible

□ Mail all three (3) items (Notarized Document Request Form(s), List A, List B) to the address below.

Where do I mail everything?
Ashford University
Attn: Registrar/Identity Management
8620 Spectrum Center Blvd
San Diego, CA 92123

How do I know you received my documents?

□ A confirmation email will be sent once your documents are received.

□ Ensure documents are received prior to your deadline by allowing adequate mailing time.

The UPS Store Additional Information:
  - Copies can be made at the UPS Store at student’s expense.
  - Standard shipping is included which is typically 3-5 business days.
  - Any modifications made to shipping options will require the student to pay for both notarization and shipping.
  - Ashford University and The UPS Store are not responsible for documents not received prior to the deadline.
Student Instructions

If you have any questions, please contact your advisor at 866.974.5700.

Step 1. Locate the nearest participating location by either of the following options:
   a. Go to http://www.theupsstore.com/locations, enter address information, and choose the most convenient location.
   b. Call 1-800-789-4623 and request the nearest The UPS Store®.

Step 2. Once the nearest The UPS Store® location is selected, please call in advance to ensure Notary Services will be available at the time of your visit and schedule an appointment.

Step 3. Take this document along with the Notarized Documents Request/Statement of Educational Purpose form, copy of List A item, and copy of List B item to The UPS Store® location you made an appointment with. Present these documents to The UPS Store associate, and let the associate know you are part of the Corporate Retail Solutions Program for Ashford University.

Step 4. Present valid identification to the notary and sign and date the Statement of Educational Purpose section of the form and the copy of your List A document in the presence of the notary.

Note from Ashford: Notarization and standard ground shipping (3-5 business days) must be completed at the same time. Any modifications to either the notarization and/or shipping options will result in the entire transaction fee at the student’s cost. Copies of documents are at student’s cost. It is the student’s responsibility to allow adequate shipping time for documents to be received. Ashford University and The UPS Store are not responsible for documents not received prior to the student’s deadline.

The UPS Store® Instructions

Center Associate: Follow the instructions listed below and ring up all charges within your POS. If you have questions regarding how to process this transaction, call Technical Support.

Step 1. Access POS Work Order for CRS Client.
   (Corporate Accounts → Work Order → A-F → Ashford University → Statement of Educational Purpose)

Step 2. Complete the notarization and provide the customer with single sided B/W copies. Copies are CUSTOMER PAID.

Step 3. Ship the notarized document per the instructions in the Workflow.

Step 4. Enter the appropriate information into the Workflow and press POST to complete the transaction.

Note: You will receive payment via your monthly Program Revenue Payment. You will not collect any money for this transaction from the customer.
2016-2017 Notarized Documents Request/
Statement of Educational Purpose
Revised 3/9/16

Instructions
Students must complete this form and submit along with a copy of one item from List A and one item from List B. The all-purpose acknowledgment requires that the notary witness the student’s original ink signature on the Statement of Educational Purpose (below) and copy of the List A document.

Include one (1) copy of current and/or valid item from EACH list:

<table>
<thead>
<tr>
<th>LIST A</th>
<th>LIST B</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Driver License</td>
<td>□ Birth Certificate</td>
</tr>
<tr>
<td>□ State ID Card</td>
<td>□ Printed Earnings Statement</td>
</tr>
<tr>
<td>□ Passport</td>
<td>□ Government Benefits Statement</td>
</tr>
<tr>
<td>□ Permanent Resident Card</td>
<td>□ Government Issued Licensure</td>
</tr>
<tr>
<td></td>
<td>□ DMV Registration</td>
</tr>
<tr>
<td></td>
<td>□ DD 214/DA 2200</td>
</tr>
</tbody>
</table>

*Student Information (*indicates required section)
Name: ____________________________ Date of Birth: ______________ Portal/Student ID: ____________________________
Form completed and notarized? □ List A copy included in submission? □ List B copy included in submission? □

*Statement of Educational Purpose
I certify that I _____________________________(Student Name) am the individual signing this Statement of Educational Purpose and that the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Ashford University for 2016-2017.
Student Signature: __________________________________________ Date: ______________

*Notary’s Certificate of Acknowledgement Section (for notary use only)
State of ____________________________ City/County of ____________________________ On ____________________________ (date),
before me, ____________________________ (Notary’s name), personally appeared,
______________________________ (Printed name of signer), and proved to me on basis of satisfactory
evidence of identification: ____________________________ (Title of List A document presented by student) to be the
above-named person who signed the foregoing instrument.
Notary Seal
Notary Signature: ____________________________
My commission expires on ____________________________
Notary Phone: ____________________________

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

For School Use Only
Original received and acceptable? □ Yes □ No Name: ____________________________
Signature: ____________________________ Title: ____________________________
2015-2016 Notarized Documents Request/
Statement of Educational Purpose
Revised 3/9/16

Instructions
Students must complete this form and submit along with a copy of one item from List A and one item from List B.
The all-purpose acknowledgement requires that the notary witness the student’s original ink signature on the Statement of
Educational Purpose (below) and copy of the List A document.

Include one (1) copy of current and/or valid item from EACH list:

<table>
<thead>
<tr>
<th>LIST A</th>
<th>LIST B</th>
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</tr>
<tr>
<td>□ Passport</td>
<td>□ Statement</td>
</tr>
<tr>
<td>□ Permanent Resident Card</td>
<td>□ DMV Registration</td>
</tr>
<tr>
<td></td>
<td>□ DD 214/DA 2200</td>
</tr>
<tr>
<td></td>
<td>□ Government Benefits Statement</td>
</tr>
<tr>
<td></td>
<td>□ Government Issued Licensure</td>
</tr>
<tr>
<td></td>
<td>□ Utility Bill Statement*</td>
</tr>
</tbody>
</table>

*Gas/electric, cable, residential phone only.

Submit the original notarized form and List A and List B copies via post mail to:
Ashford University
Attn: Registrar/Identity Management
8620 Spectrum Center Blvd.
San Diego, CA 92123

*Student Information (*indicates required section)
Name: ___________________________________ Date of Birth: ______________ Portal/Student ID: ________________

Form completed and notarized? □ List A copy included in submission? □ List B copy included in submission? □

*Statement of Educational Purpose
I certify that I _____________________________(Student Name) am the individual signing this Statement of Educational
Purpose and that the federal student financial assistance I may receive will only be used for educational purposes and to
pay the cost of attending Ashford University for 2015-2016.
Student Signature: ____________________________________________________ Date: ______________________

*Notary’s Certificate of Acknowledgement Section (for notary use only)
State of ________________________ City/County of ________________________ On _____________________ (date),
before me, ____________________________________________ (Notary’s name), personally appeared,
______________________________________ (Printed name of signer), and proved to me on basis of satisfactory
evidence of identification: ___________________________ (Title of List A document presented by student) to be the
above-named person who signed the foregoing instrument. Notary Seal
Notary signature and official seal:
Notary Signature: ____________________________
My commission expires on ________________________
Notary Phone: ____________________________

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this
certificate is attached, and not the truthfulness, accuracy, or validity of that document.

For School Use Only
Original received and acceptable? □ Yes □ No Name: ____________________________________________
Signature: ____________________________________________ Title: ____________________________