

Statement of Educational Purpose

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected by the U.S. Department of Education for a required review called verification. The Financial Aid Office is required to obtain the following documents prior to finalizing your Title IV financial aid awards. You may complete this form in **one of two options below**:

- (1)** present original documents for photocopy and validation in person directly through the Financial Aid Office (**Limited Drop-In Hours*), **OR**
(2) utilize a Notary Public Official to certify the presentation and photocopy of your original documents, upload the original notarized page AND copies of documents used in Workday, then **mail in the original form to the Financial Aid Office (Please see instructions on Page 3).**

A. STUDENT INFORMATION

Name: _____	Student ID Number: _____
Date of Birth: _____ / _____ / _____ <small>(MM) (DD) (YYYY)</small>	Phone Number: (____) _____ - _____

B. REQUIRED DOCUMENTATION – Please Check One.

SUBMISSIONS OPTIONS	REQUIRED DOCUMENTATION
<input type="checkbox"/> Option 1 (Presenting original documents for photocopy and validation IN PERSON directly through the Financial Aid Office)	<ul style="list-style-type: none"> • UNSIGNED Statement of Educational Purpose Form; AND • An unexpired valid government-issued photo identification (ID), such as, but not limited to: <ul style="list-style-type: none"> ○ Driver’s license; ○ Non-driver’s Identification Card; ○ Other State-Issued ID; or ○ U.S. Passport
<input type="checkbox"/> Option 2 (Utilizing a Notary Public Official to certify the presentation and photocopy of your original documents) <i>*Please upload both this form AND the original ID in Workday for review, then mail in this original form to Financial Aid Office (Please see Page 3).</i>	<ul style="list-style-type: none"> • NOTARIZED Statement of Educational Purpose Form; AND • An unexpired valid government-issued photo identification (ID), such as, but not limited to: <ul style="list-style-type: none"> ○ Driver’s license; ○ Non-driver’s Identification Card; ○ Other State-Issued ID; or ○ U.S. Passport

C. IDENTITY AND ELIGIBILITY VERIFICATION

Option 1: Present Original Documents IN PERSON at the Financial Aid Office

The student must appear in person at the Financial Aid Office at California College of the Arts San Francisco Campus (80 Carolina) to present a valid unexpired government-issued photo identification (ID) directly to a school official (Please see Section B.)

**If you are planning to visit the office IN-PERSON, please contact the Financial Aid Office at finaid@cca.edu for the drop-in hours.*

***If you are utilizing a notary service, please skip to Option 2 on Page 2.**

I certify that I, _____, am the individual signing this statement, and I am
(print student’s full name)

providing a copy of my original documents along with a copy of a valid unexpired government-issued photo identification card bearing my portrait (or likeness) directly to the Financial Aid Office for the 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 California College of the Arts for 2023-2024.

Student Signature (**STOP! *To be signed at Financial Aid Office**) _____ Student ID Number _____ Date _____

Each person signing this form certifies that all the information reported on it is complete and correct.

***Typed signatures cannot be accepted.**

Warning: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to prison, or both.

Option 2: Use a Notary Service to Certify the Presentation/Photocopy of Original Documents

I certify that I, _____, am the individual signing this statement, and I am
(print student's full name)

providing a copy of my original documents along with a copy of a valid unexpired government-issued photo identification card bearing my portrait (or likeness) directly to the Financial Aid Office for the 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 California College of the Arts for 2023-2024.

Student Signature *(STOP! *To be signed in front of Notary Public Official)* _____ Student ID Number _____ Date _____

NOTARY CERTIFICATE OF ACKNOWLEDGMENT	NOTARY OFFICIAL SEAL
<p>State of _____ City/County of _____</p> <p>On _____, before me, _____ (date) (Notary's printed name)</p> <p>Personally appeared, _____, (printed name of signer)</p> <p>who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument. Person(s) also presented an unexpired government-issued ID.</p> <p>I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.</p> <p>Notary Public Signature: _____</p> <p>My Commission Expires: _____</p>	

Each person signing this form certifies all the information reported is complete and correct. ***Typed/e-signatures cannot be accepted.**

This original form, complete with notary and wet signatures, must be mailed to CCA prior to processing. Please follow the mailing instructions on page 3.

Warning: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to prison, or both.

FOR FINANCIAL AID OFFICE & STUDENT SERVICES USE ONLY	
<p><input type="checkbox"/> ID Type Used: _____</p> <p><input type="checkbox"/> ID Expiration Date: _____ / _____ / _____</p> <p><input type="checkbox"/> ID Copied and Sent to the Financial Aid Office</p>	<p>REVIEWED & VERIFIED BY:</p> <p>Name: _____</p> <p>Position Title: _____</p> <p>Signature: _____</p> <p>Reviewed Date: _____ / _____ / _____</p>

Instructions: Mailing the Original Statement of Educational Purpose with Wet Signatures

Per U.S. Department of Education, the Financial Aid Office is required to collect and store the original hard copy of your Statement of Educational Purpose form.

If you have utilized a Notary Public Official to certify the presentation and photocopy of your original documents, please complete the following:

1. Upload into Workday the original notarized form with wet signatures AND a copy of your unexpired valid government-issued photo identification (ID) used.
2. Mail in the original notarized form with wet signatures to the Financial Aid Office at the address below:

California College of the Arts
ATTN: Financial Aid Office
1111 Eighth Street
San Francisco, CA 94107

If you have any questions, please feel free to reach out to our office at finaid@cca.edu or 415-703-9528.