

Submit completed documents via: **myWings (Student Portal)**: Student Records Tile > Student Self-Service > Upload Student Documents | **Fax**: (904) 620-2414 | **Drop off**: One-Stop Student Services, Building 10, Suite 1400 | **Mail**: UNF, Attention: Student Financial Aid, 1 UNF Drive, Jacksonville, FL 32224.

- Please do not submit originals. Documents submitted to UNF will not be returned to you.
- All documents **must have the student's UNF ID number on each page submitted**.

Student Name \_\_\_\_\_ UNF ID# N \_\_\_\_\_

**CERTIFICATION OF TRUE, EXACT AND COMPLETE COPY OF THE ORIGINAL DOCUMENTS**

This form is for the collection of DHS or other U.S. citizenship/nationality documents from students unable to present their documents in person.

I certify that I, \_\_\_\_\_, am the individual (Print student's full name)

signing this statement, and I am providing a copy of my documents along with a copy of a valid government-issued photo identification card bearing my portrait (or likeness).

I certify that the attached documents and government issued photo identification are the true, exact and complete copies of the originals issued to me.

**List of document(s):**

<u>NAME OF VALID PHOTO ID</u>	<u>EXPIRATION DATE OF VALID PHOTO ID</u>	<u>ISSUING AUTHORITY OF VALID PHOTO ID</u>

<u>NAME OF CITIZENSHIP AND/OR IMMIGRATION DOCUMENT(S)</u>	<u>EXPIRATION DATE (IF ANY) OF CITIZENSHIP AND/OR IMMIGRATION DOCUMENT(S)</u>

I understand that providing false or misleading information or documents is punishable by fine or imprisonment and may make me liable for repayment of any funds received on the basis of the information and documents I have provided.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date