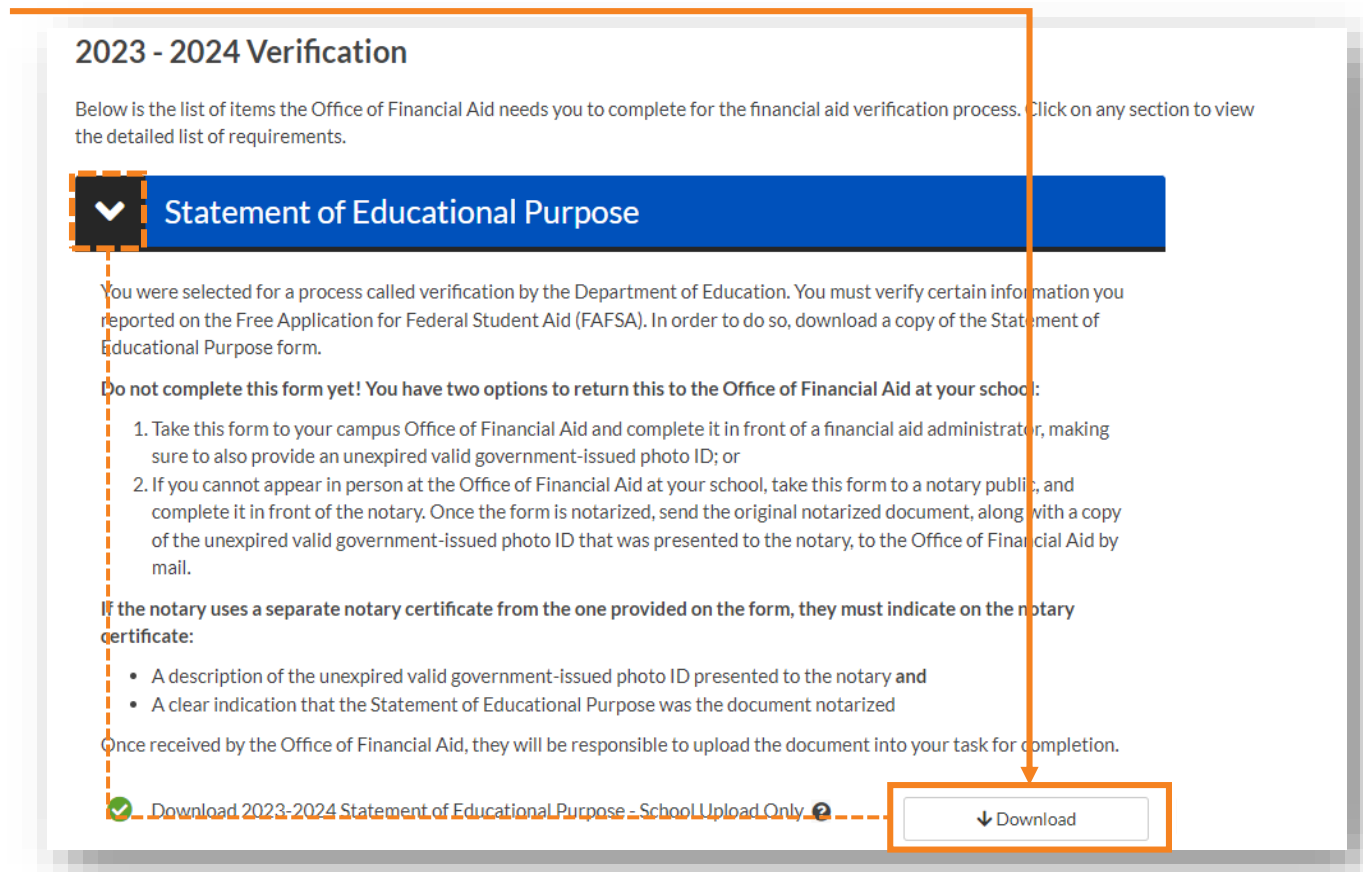


INSTRUCTIONS ON HOW TO COMPLETE THE STATEMENT OF EDUCATIONAL PURPOSE

After successfully creating your [CUNY Student Forms Account](#) you can view the Statement of Educational Purpose task on the main landing page of the portal.

Completing a Statement of Educational Purpose

Step 1: Download the Statement of Educational Purpose Verification Form



2023 - 2024 Verification

Below is the list of items the Office of Financial Aid needs you to complete for the financial aid verification process. Click on any section to view the detailed list of requirements.

Statement of Educational Purpose

You were selected for a process called verification by the Department of Education. You must verify certain information you reported on the Free Application for Federal Student Aid (FAFSA). In order to do so, download a copy of the Statement of Educational Purpose form.

Do not complete this form yet! You have two options to return this to the Office of Financial Aid at your school:

1. Take this form to your campus Office of Financial Aid and complete it in front of a financial aid administrator, making sure to also provide an unexpired valid government-issued photo ID; or
2. If you cannot appear in person at the Office of Financial Aid at your school, take this form to a notary public, and complete it in front of the notary. Once the form is notarized, send the original notarized document, along with a copy of the unexpired valid government-issued photo ID that was presented to the notary, to the Office of Financial Aid by mail.

If the notary uses a separate notary certificate from the one provided on the form, they must indicate on the notary certificate:

- A description of the unexpired valid government-issued photo ID presented to the notary and
- A clear indication that the Statement of Educational Purpose was the document notarized

Once received by the Office of Financial Aid, they will be responsible to upload the document into your task for completion.

[Download 2023-2024 Statement of Educational Purpose - School Upload Only](#)

[Download](#)

Completing a Statement of Educational Purpose



Step 2: After you have downloaded the form, you must:

- Confirm your First Name, Last Name, EMPLID, Email Address, Phone Number and Date of Birth

2023-2024 Identity and Statement of Educational Purpose

Student's Last Name	Student's First Name	MI	ID Number
Student's Email Address	Student's Phone Number	Student's Date of Birth	

Identity Confirmation and Statement of Educational Purpose is ONLY to be completed in person at the Institution (step 1) or in front of a Notary (step 2).

The form is two pages and the original must be provided to the school.

1) Able to appear in person at the school:

Identity and Statement of Educational Purpose

(Complete this section and the Statement of Educational Purpose provided on page 2)

The student must appear in person at Borough of Manhattan Community College to verify his or her 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 (Military IDs are not acceptable due to limitations on making copies). The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed and the name of the official at the institution authorized to receive and review the student's ID.

2) Unable to appear in person at the school, complete with a notary:

Identity and Statement of Educational Purpose

(Complete this section and the Statement of Educational Purpose provided on page 2 only if unable to sign in person at the institution)

If the student is unable to appear in person at Borough of Manhattan Community College to verify his or her identity, the student must provide to the institution:

- a. A 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 (Military IDs are not acceptable due to limitations on making copies); and
- b. The original Statement of Educational Purpose provided below, which must be notarized.

mail to the following address:
Borough of Manhattan Community College
199 Chambers Street
New York, NY 10007

Completing a Statement of Educational Purpose

Step 3: Confirm your First Name, Last Name and your EMPLID

Step 4: Take this form to the Panther Station (Room S-225) and complete it in front of a financial aid administrator, making sure to also provide an unexpired valid government-issue photo ID;

or

Take this form to a notary public, and complete it in front of the notary. Once this form is notarized, send the original notarized document, along with a copy of the unexpired valid government-issued photo ID that was presented to the notary to the Office of Financial Aid by mail:

Borough of Manhattan Community College
199 Chambers Street
Room N-340
New York, NY 10007

2023-2024 Identity and Statement of Educational Purpose

Student's Last Name _____ Student's First Name _____ MI _____ ID Number _____

Instruction to notary: If the notary statement appears on a separate page than the Identity and Statement of Educational Purpose, it must include:

1. a clear indication that the Statement of Educational Purpose was the document notarized and
2. a description of the unexpired valid government-issued photo ID presented to the notary

Statement of Educational Purpose

I certify that I, _____, _____
(Print Student's 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 Borough of Manhattan Community College for 2023-2024.

(Student's Signature) _____ (Date) _____ (Student's ID Number)

(Financial Aid Administrator's Signature) _____ (Date)

Notary's Certificate of Knowledge

State of _____ City/County of _____ On _____

before me, _____ personally appeared, _____
(Notary's Name) (Printed name of signer)

and proved to me on basis of satisfactory evidence of 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 _____
(Notary Signature) (Date Commission Expires)

(Seal)

Return this original form with the copy of your unexpired valid government-issued photo identification (ID) acknowledged in the notary statement to your school's financial aid office. You must return all pages of this document.